



EMPLOYMENT RETAINER SCHEME

What Do You Get?

Our Employment Retainer Scheme is designed to help you keep up-to-date with changing employment regulations and safeguard against costly claims.

We will ensure that you have:

- the correct procedures in place for your personnel
- access to expert advice and support for day to day problems or potentially actionable issues
- a personal service which offers consistency and continuity.

EMPLOYMENT RETAINER PACKAGE

Health Check to ensure that your business has proper employment documents in place

Free standard policies:

Disciplinary Rules and Procedure
Grievance Procedure

Capability Procedure
Equal Opportunities Policy

Legal Advice Helpline for assistance when needed to help guide you through issues*

Handling grievances	Alteration of contract terms
Disciplinary warnings and dismissals	Redundancy procedures and payments
Discrimination or harassment complaints	Allegations of constructive dismissal
Etc.	

*NB: this does not include employment tribunal claims, drafting non-standard contracts, share/asset purchase agreements and directors' service agreements

Employment News – insights into the development of employment law

Easy to read – no technical jargon	Essential information
Practical tips	Delivered to you via email or social media



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What it Costs You

For an annual fee, you will benefit from a programme that comprises: a comprehensive health check, access to Vanderpump & Sykes for legal assistance (we offer 3 hours per month or 3 hours per quarter) and regular bulletins. All prices quoted are exclusive of VAT.

THREE HOURS PER QUARTER

Number of Employees	Annual Fee
25 or fewer	£1,000
between 26 and 50	£1,200
between 51 and 100	£1,500
between 101 and 200	£1,800
between 201 and 500	£2,200
over 500	Price on application

THREE HOURS PER MONTH

Number of Employees	Annual Fee
25 or fewer	£2,000
between 26 and 50	£2,500
between 51 and 100	£3,000
between 101 and 200	£3,500
between 201 and 500	£4,000
over 500	Price on application

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