



## **EMPLOYMENT LAW SUPPORT SERVICES**

We offer two types of employment law support service on a consultancy basis: our Full Employment Service and our PSL Extra Service. These services are offered to law firms, and in-house legal teams and HR departments. We have developed them in response to the market need for traditional support services to be made more cost-efficient and for existing support resources to be deployed in more client-focused ways. Additionally, or alternatively, we are happy to produce a “state of the nation” report for you which will outline our recommendations to enable you to streamline your existing know-how systems.

These services are provided exclusively by our MD, David Stott. David is ideally placed to offer these services: he has 11+ years’ PQE as an employment lawyer, having qualified into the Employment Department at City firm Herbert Smith Freehills and then having worked in the Employment Departments at Eversheds and Burges Salmon (latterly as a Senior Associate); he has an excellent academic background (with law degrees from King’s College London, Oxford University and the European University Institute in Florence, Italy); and he also has extensive training, legal drafting and management skills, which he has developed in the 11+ years since qualification. Further detail on David’s experience and qualifications can be found in his CV, which can be downloaded from the About Us page of our website.

### **Full Employment Service**

Different clients have different ideas about how best to utilise support resources. We will work with you to develop a service that best fits your needs. Depending on your particular requirements, we are able to offer some or all of the following services:-

#### Know-How and Marketing

- Produce newsletters and alerts for circulation to clients and contacts via email or extranet
- Keep your team up to date with the latest developments in employment law
- Work with team members to write articles on employment law topics for publication
- Develop/maintain advice database
- Liaise with IT services re creation, population and maintenance of client extranet sites
- Liaise with Library/Information Services re provision of online services, book and journal subscriptions

#### Standard Forms and Precedents

- Review, develop and update existing precedents, standard forms, related guidance notes, checklists, FAQs
- Produce new precedents, standard forms and related guidance notes, checklists, FAQs

#### Training and Seminars

- Design and deliver trainee induction programmes
- Design and deliver training for team members

- Work with team members on the planning, design and delivery of client seminars
- Liaise with outside speakers/other departments to provide training for the team on other relevant areas of the law

#### Other

- Assisting with the drafting of responses to consultation exercises
- Assisting with the drafting of legal directory submissions
- Assisting on pitches, brochures and general business development activities

Our current fee structure for the provision of the Full Employment Service is set out below. Most if not all of the services that we have outlined can be provided remotely (via external access to computer systems, Podcasts, telephone etc) and our fee structure has been developed on the basis that our attendance at your offices will be required on no more than one day per calendar month. We would be happy to attend your offices more frequently than this if required or as the need arises, but we would expect you to bear the costs of any reasonable travelling expenses incurred in our doing so.

| Number of Days per Month | Price per Month  |
|--------------------------|--|
| Two days                 | £1500 + VAT  |
| Three days               | £2200 + VAT  |
| Four days                | £2800 + VAT  |
| Five days                | £3300 + VAT  |
| Six days                 | £3700 + VAT  |
| Seven or more days       | Please contact us to discuss your requirements further |

#### **PSL Extra Service**

We appreciate that for many professional support lawyers and HR professionals there just aren't enough hours in the day to get everything done! We therefore offer our PSL Extra Service which is designed to free up your support staff's time for the most pressing matters of the day whilst we get on with those tasks that can tend to be put on the back burner. In our experience, the following tasks lend themselves particularly well to this service:-

- Reviewing, developing and updating existing precedents, standard forms and related guidance notes, checklists, FAQs
- Producing new precedents, standard forms and related guidance notes, checklists, FAQs
- Developing/maintaining advice database

You may have other tasks in mind too and we would be happy to talk them through with you. In terms of fees for this service we are happy to charge on the basis of our hourly rate (currently £125 + VAT and reasonable expenses) or to quote a fixed fee once we have scoped the job with you. For a longer term arrangement, our charges would be the same as those outlined above for the Full Employment Service.

For both the above services, we would anticipate entering into our standard form consultancy agreement with you which provides protection for you in respect of confidentiality issues and the ownership of intellectual property. Our Full Employment Service is renewable annually and is terminable on three months' notice on either side.

## **“State of the Nation” Report**

We are also happy to review your know-how databases and produce a “state of the nation” report for you outlining our recommendations. Our report can be used to help you focus on how best to take matters forward yourselves or as a precursor to establishing how we can best work with you to generate improvements in service delivery from your know-how resources.

Our reports aim to be as “short and sweet” as possible and typically cover the following:-

### Review of Existing Know-How

- Are precedents/guidance notes/checklists/FAQs etc up to date with latest case law and legislative developments?
- Can any drafting improvements be made?
- Can further drafting options be added?
- Are there any gaps in the database?

### Recommendations

- Improvements to existing documents
- New precedents/guidance notes/checklists/FAQs
- Streamlining procedures
- Business development opportunities

In terms of fees for this service we are happy to charge on the basis of our hourly rate (currently £125 + VAT and reasonable expenses) or to quote a fixed fee once we have scoped the job with you. In most cases we would expect to spend up to three working days reviewing your databases and a further one to two working days producing and finalising our report. We can often do the job more quickly than this, particularly where you are able to give us remote access to your electronic databases. Confidentiality will of course be an issue for you here and we are happy to enter into an appropriate confidentiality obligation as part of the process.