

# EMPLOYMENT LAW PRODUCTS

## PRICE LIST

### Employer

#### A: CREATING A RELATIONSHIP

- 1. The first phase of an employment relationship is creating an agreement
  - 1.1 Job descriptions / interviews / pre employment screening £ 300 + VAT
  - 1.2 Induction Course production and introduction £ 400 + VAT
  - 1.3 Contracts of Employment £ 400 + VAT
  - 1.4 Policies and Procedures £ 600 + VAT
  - 1.5 On-site training
    - ½ day £ 500 + VAT + Disbursements
    - 1 day £ 800 + VAT + Disbursements

#### B: MAINTAINING A RELATIONSHIP

- 2. Once a relationship has been created and the employee inducted into the organisation the relationship must be maintained
  - 2.1 Equal Opportunities training
    - ½ day £ 500 + VAT + Disbursements
    - 1 day £ 800 + VAT + Disbursements
  - 2.2 TUPE (managing a merger or acquisition)
    - Transferor £ 1 000 + VAT + Disbursements
    - Transferee £ 750 + VAT + Disbursements
  - 2.3 Reorganisation / Redundancy process
    - £ 1,000 + VAT + Disbursements
  - 2.4 Legal opinion £ 350 + VAT
  - 2.5 Briefing Note £ 250 + VAT
  - 2.6 HR Audit £ 250 + VAT + Disbursements
  - 2.7 H & S Audit £ 250 + VAT + Disbursements

- 2.8 Email HR Support (5 per month)
  - £ 1,200 + VAT
- 2.9 Telephone HR Support (12 hours per annum) £ 1,200 + VAT
  - Additional hours at £ 80 + VAT
- 2.10 Monthly Retainer (full HR support)
  - Monthly prices dependent upon employee numbers
- 2.12 Flexible Working Requests
  - £ 1,000 + VAT + disbursements
- 2.11 Running Investigations
  - £ 400 + VAT + Disbursements
- 2.12 Running Disciplinary meetings
  - £ 400 + VAT + Disbursements
- 2.13 Running Disciplinary Appeal meetings
  - £ 400 + VAT + Disbursements
- 2.14 Running Grievance Meetings
  - £ 400 + VAT + Disbursements
- 2.15 Running Grievance Appeal Meetings
  - £ 400 + VAT + Disbursements
- 2.16 Introducing Disciplinary procedures + Training £ 400 + VAT + Disbursements
- 2.17 Introducing Grievance procedures + Training £ 400 + VAT + Disbursements
- 2.18 General Employment / HR Training
  - ½ day £ 500 + VAT + Disbursements
  - 1 day £ 800 + VAT + Disbursements
- 2.19 Specific HR Risk Management Reports
  - £ 205 + VAT + Disbursements

C: ENDING A RELATIONSHIP

3. The ending of an employment relationship is fraught with difficulties.

3.1 Legal Opinion £ 350 + VAT + Disbursements

3.2 Running a dismissal process  
Less than 2 yrs £ 500 + VAT + disbursements

More than 2 yrs £ 1000 + VAT + Disbursements

D: WHAT HAPPENS WHEN A RELATIONSHIP

ENDS

4. Simply because the relationship has ended does not mean that the employers or employees obligations end

4.1 Non Competition agreements £ 250 + VAT

4.2 Non solicitation agreements £ 250 + VAT

4.3 Confidentiality agreements £ 250 + VAT

4.4 Combination agreements £ 350 + VAT

4.5 Compromise agreements £ 250 + VAT

4.6 Preparing references £ 150 + VAT

4.7 Training / Expenses recovery agreements  
£ 250 + VAT

4.8 Complete package Non Competition / non solicitation / reference / training expenses recovery agreement £ 500 + VAT

E: TRIBUNAL REPRESENTATION

5. Tribunal representation, which includes judicial mediation is the ultimate end of an employment dispute and is full of regulatory issues.

5.1 Pleadings (claim of defence) £ 500 + VAT

5.2 Case Management

Non Discrimination £ 750 + VAT

Discrimination £ 900 + VAT

5.3 Tribunal / Judicial mediation hearing

£ 750 + VAT + Disbursements for 1<sup>st</sup> day

£ 500 + VAT + Disbursements for each day thereafter

5.4 Case Management Discussion Hearing

£ 400 + VAT + Disbursements

5.5 Pre Hearing Review

£ 500 + VAT + Disbursements

F: Disbursements

6. Disbursements are defined as any sum that a representative spends or is going to spend on behalf of the client or trust, including any VAT element.

(1) Medical or Expert Reports

(2) Mileage at a rate of 0.50p per mile

(3) Standard Train fare

(4) Standard Air Flight fare

(5) Car Parking (£ 15 per day)

(6) Taxis fares (a) airport to hotel (b) train station to hotel (c) hotel to airport (d) hotel to train station

(7) Hotel £ 100 per night

(8) Subsistence £ 20 per night

(9) Photocopying 5p per sheet