



Frank Employment Law Advice

EXPLANATION OF SERVICES

Frank Employment Law Advice Ltd (FELA) provides HR and employment law services to businesses UK wide. We tailor our advice to meet the needs of your business and to give you the best outcome possible in any given situation. We give commercial, practical and pragmatic advice to suit your business. We offer our services both on a retained or adhoc basis. Our rates are very competitive.

Explanation of Services

HR Audit

To understand more about your business and so that we can tailor the service to your needs we will carry out a full HR audit; this will include a review of the company's contracts of employment and employee handbook/policies and procedures.

24 Hour Advice (HR and Employment Law)

We offer employment law and HR advice round the clock non-stop! Advice can be given either by telephone or by email; it's your choice and what works best for you and your business. You will have a dedicated advisor who will learn the ins and outs of your business so that the advice given is specific to your particular needs.

Contract of Employment and Employee Handbook

We will review the company's contracts and employee handbooks to ensure that they are compliant with current legislation. This will be done annually as part of the service if you are a retained client.

Contracts for Service/Sub Contractors Agreement

We will provide you with a contract that can be used in the event that you enter into agreements with contractors or sub- contractors.

Training

We can provide training for all of your HR/Employment Law needs. This can be tailored according to the experience of the individuals.

Employment Tribunal Representation

We provide Tribunal representation from the early conciliation stage right through to representation at employment tribunal.

Legal Updates

You will receive updates in the law quarterly or as necessary to ensure you are always compliant with current legislation. This will be by email.

Documentation Drafts

We will draft letters on your behalf for all of your employee relations matters. From invites to disciplinary / performance / capability / redundancy / grievance meetings, to warning letters (both formal and informal).

Consultancy

Not everything can be done by telephone or electronically and for those occasions we can offer to hold face to face consultancy meetings for whatever you require, be it support and guidance to managing formal processes on your behalf.

Packages

In order for us to give you a quote you would choose which of the services above you require. We would then combine this into a package for you. Along with that we would need to know the number of staff that you employ currently. Packages start from as little as £2.50 per day.

An example of a package may look like the following:

Package 1

- 24 Hour Advice Line
- Contract of Employment and Employee Handbook Review/Draft
- Legal Updates

Package 2

- HR Audit
- 24 Hour Advice (Email/Telephone)
- Contract and Employee Handbook Review/Draft
- Contract for Service
- Legal Updates

Package 3

- HR Audit
- 24 Hour Advice (Email/Telephone)
- Contract and Employee Handbook Review/Draft
- Contract for Service/Subcontractors Agreement
- Documentation Drafts
- Legal Updates

The minimum term on a retained basis is a one-year agreement. We also offer 2,3 or 5-year agreements where a discount will apply. As a special one-time offer, a 3% discount of the total package cost will apply for any multiple year package.

As stated above we also offer our services on an adhoc basis and therefore according to whatever that need is we are able to quote you accordingly.