

Our Offices

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BE PASS

PROTECTED
ADVISED
SKILLED
SUPPORTED

Our modular, bespoke,
employment law support package.



WHAT IS 'BE PASS'?

BE PASS is our bespoke modular employment advice product. It gives you the assurance of having year-round support for all employment legislation challenges your business might face, at a budget to suit you. Think of it as having your own in-house employment lawyers but without the associated costs such as salary and benefits.

BE PASS is designed around you to protect your business continuity, staff loyalty and the wider reputation of your brand; giving you access to employment specialist advice, dedicated HR consultant support, training and tailored HR management software.

Employment law can be complex and even with an experienced in-house HR team staffing issues can often be a significant and expensive distraction from your core business activities.

BE PASS comprises the following service offerings:

1. BE PROTECTED

We get to the heart of your business to understand how it works so that when employment legislation changes, we are there to help you implement the changes in the best possible way for your business.

2. BE ADVISED

Our service is designed with businesses in mind. Retaining Brethertons' employment team will feel as though you have an in-house employment lawyer. We can provide you with a wealth of HR advice in one place – from bespoke legal advice from your dedicated solicitor to HR management support.

Flexibility

All businesses are different, we understand that. We will work with you to achieve what you want. Together we will set up the product that is right for your business; at a price which works for you

Time saving

Free up your HR time to focus on strategy, implementation and your business

Key benefits

Certainty

No need to worry about spiralling legal costs or calculating hourly rates

Peace of mind

We know your business and how you work. We will be on hand to assist the moment a problem arises

Flexibility

All businesses are different, we understand that. We will work with you to achieve what you want. Together we will set up the product that is right for your business; at a price which works for you

Time saving

Free up your HR time to focus on strategy, implementation and your business

3. BE SKILLED

Tailor-made training courses on employment law updates and matters which could affect your business are available to suit your business needs. Our service includes access to training webinars by the employment team plus priority passes to our employment events.

4. BE SUPPORTED

No two days are ever the same when you're running a business. We understand the daily challenges you encounter. BE PASS from Brethertons will provide you with the consistent, high level of employment support you require so that you can focus on managing the other areas of your business. You can rely on our pragmatic, straightforward advice by phone or email when you need it.*

*Subject to office hours

Unlike HR consultants, Brethertons is regulated by the Solicitors Regulation Authority (SRA). Our qualified solicitors are all employment law specialists, supported by an expert team of legal assistants.

Brethertons' employment team prides itself on giving practical, straightforward advice without confusing matters with 'legalese'. Whether you need a quick objective view on a problem or detailed technical advice and drafting, you will find us approachable and dependable.

In the first instance, the employment team will meet with you to discuss your business, its purpose and culture and the HR services you require. We will then work with you to determine exactly what you need from the service and establish the cost.

We will conduct an audit of your procedures and employment contracts, policies and/or handbook to assess 'HR health' and will advise on any changes or updates we would recommend.

Once the initial audit and update is complete we will provide you with access to our qualified employment law solicitors for a monthly fee.

There are no call centres involved and you will have direct contact with a designated member of the team.

In the event of an employment claim, you will be supported by an employment team that truly understands you and your business, not a third party firm that may be based hundreds of miles away! As part of the BE PASS service, Brethertons' employment team will deal with any claims arising, representing you from initial stages through to an Employment Tribunal.



2 BE ADVISED

Our team prides itself on building trusted relationships, understanding your business and your commercial needs and tailoring our advice to reflect this. Whether you need a quick view on something, or detailed technical advice and drafting, you can call us and have direct access to our dedicated employment lawyers.

BE PASS gives peace of mind by having sound, up-to-date HR systems and documents in place, with qualified solicitors on hand to talk you through any employment or HR related issues which arise. Depending on the modules you

choose, the service wraps all employment and HR services into one manageable system, so that you can focus on what you are good at – your business.

Our employment team will be available to provide advice and assistance by telephone, email or in person on all employment and HR related matters including:

- Recruitment processes and requirements
- Practical support with day-to-day HR issues
- Disciplinary and grievance procedures
- Implementing policy changes
- Sickness absence
- Drafting new policies
- Working time issues
- Discrimination
- Dismissals
- Negotiating exits
- Employment law updates and compliance
- Tribunal claims should things get that far

Further, you will have a dedicated solicitor who will always be your first port of call in any HR storm. This direct link allows the solicitor to develop a working relationship with you and your business; so that they can ultimately operate like your in-house lawyer.



In addition to providing general advice and assistance on day-to-day employment law matters, we are also able to provide specialist training to your HR team and Managers, to ensure that they have the information and skills needed to effectively manage your workforce.

BE Skilled Services

Webinars	Regular employment law webinars plus webinars delivered by other areas of our business
Employment law training courses	From Advanced Employment Law to Workplace Stress

Regular BE Skilled employment law training courses

- Essential Guide to Employment Law
- Advanced Employment Law
- Employment Law Update
- Recruitment and Selection - The Legal Aspects
- Comprehensive Guide to Contracts of Employment
- Family Friendly and Flexible Working Rights
- Union Recognition - Building Effective Relationships
- Handling Discipline, Dismissal and Grievances
- How to Conduct Disciplinary Investigations and Hearings
- Handling Tribunal Claims
- Introducing Performance Reviews
- Practical Guide to Managing Redundancies
- Harassment and Bullying - A Practical Guide
- Managing Absence
- Workplace Stress - The Business Issues

Tailored BE Skilled employment law training courses

In addition to our regular BE Skilled employment law training courses, we are also able to develop and deliver bespoke training courses and programmes to meet your specific requirements, based on your own policy documentation.

4 BE SUPPORTED

We know that managing your employees is not always easy and we're here to provide clear and straightforward advice on issues and business changes that impact your workforce.

Employee Relations

Employee relations are notoriously tricky and difficult situations arise from time to time that do not always have, or need, a legal solution.

Rest assured that our experienced lawyers have seen it all before and they draw on their years of experience to work with you to find a commercial solution that fits your business or to just give you support in handling a difficult or sensitive situation. We work with a wide range of businesses and employees so we are adept at knowing what an employee is about to do or say next!

"The team at Brethertons guided us through a significant restructure process including redundancies and a number of recent "tricky" employment issues which have not had a clear cut solution or definitive answer.

We have come to expect a fantastic mix of clear employment law knowledge tempered with a pragmatic approach, in assessing the risks and making the best business/commercial decisions for the organisation, protecting us as far as possible whilst dealing with potentially time sapping matters efficiently and promptly.

Always accessible for advice when needed; we depend on Brethertons' advice and reflection to support our HR challenges."

Sizeable Medical Practice
North of England

Immigration

Does the risk of hefty fines and criminal action keep you awake? Are you checking that your staff have the right to work in the UK? Perhaps you are having recruitment issues and are looking to recruit from outside of the EEA?

Whatever your immigration concerns our specialists can provide additional support from auditing your current processes and workforce to obtaining a sponsor license, managing sponsorship applications and navigating associated rules and policies.

Additional support for your business

Our employment lawyers specialise in employment law, but also work closely with solicitors in company commercial, commercial property and dispute resolution. If any wider commercial issues arise in your business, Brethertons will be ready to advise and assist you on that matter – already knowing your business and how you like to work.

BE PASS is a modular package that will be designed with you after a full appraisal of your particular business, giving you the flexibility to pick and choose what is important to you.

Pricing depends entirely on your business.

It might be that you have a small workforce and only anticipate a modest requirement for day-to-day advice. At the other end of the scale, your business might have up to 250 staff and you will have increased need for ad-hoc support through grievances, disciplinaries and even Employment Tribunal claims.

The first step in determining which elements of BE PASS would benefit your business is for us to meet with you to understand your business, your processes, plans and what is important to you. If we identify any areas for improvement we will explain our proposals in full.

We offer a number of additional services which you may want to add to your BE PASS service including:

- Immigration support
- Health and Safety consultancy
- HR Consultants to work in your business
- Employee benefits advice
- TKW Audit (Brethertons diagnostic tool designed to protect you and your business from unknown commercial issues)

Whatever your situation, we will work with you to agree the service that works for you at a sensible commercial price.

The Team

You will find our team of experienced lawyers refreshingly straightforward and practical in the advice and guidance that they give. They will ensure that you receive the advice you need, when you need it and in a form that is easy to understand and implement.

If you would like to learn more about BE PASS and discover how it will help you and your business,

Contact us directly on:

T: 01788 557715

E: bepass@brethertons.co.uk

We'd love to hear from you.

