



FLEXIBLE FEE ARRANGEMENTS 2017

The employment team is one of the largest teams in the South, and is recognised by the Chambers and Legal 500 legal directories. The two partners, Clive Dobbin and David Roath, are also recognised as 'leaders in their field'.

The employment team

The employment team at Paris Smith LLP comprises six lawyers; two partners, one associate and three solicitors.

Flexible fee arrangements

Whilst we are happy to provide legal services on an ad hoc basis, based on our hourly charging rates, we recognise that some clients prefer alternative charging structures.

We provide the following:

- retainer scheme
- retainer plus
- capped fee employment tribunal service
- fixed fees for drafting and reviewing employment documents
- Paris Smith Human Resources
- fixed cost training
- employment solicitor for a day scheme.

The retainer scheme

As part of our flexible approach to charging for our services, we are happy to agree retainer arrangements with clients. This has a number of advantages for you and for us including:

For you...

- Agreeing a retainer will allow you to budget for your legal spend on employment law issues.
- You have flexibility as to how much time you want to purchase and can spread the cost over 12 months.
- If you reach the agreed retainer sum, you will then receive free advice of up to 20%. Only then will we start charging you for our further advice.
- The retainer will cover all day to day employment law advice and we will only open a separate file for distinct matters relating to an individual, such as an employment tribunal claim.
- Retainer clients get additional advantages including:
 - discounted or capped fee tribunal representation.
 - discounted use of our HR Portal
 - the option to upgrade to our Retainer Plus package

For us...

- We get to know you and your business better through the retainer arrangement.
- Whilst we provide some free advice, we know we will not be exposed to giving a substantial amount of advice for which we do not charge, something which in the long term is not in your or our interests.
- The risk of overuse and underuse is shared.



How does the retainer scheme work?

For detailed information concerning the retainer scheme, please contact Clive Dobbin or David Roath. However, in summary:

- You choose the basic cost of the retainer you would like. This will be based on your anticipated use of the scheme.
- Each level brings with it free advice up to 20%. A higher initial retainer will therefore bring the benefit of more free advice.
- You will be invoiced monthly in arrears.
- To ensure you are kept up to date, we send you a report of all time used under the scheme each month.
- The value of advice given under the retainer will be calculated according to our normal charging rates.

Retainer plus

- The retainer plus scheme is as above but with the addition of an insurance policy covering legal costs and any award in the event you have an employment tribunal claim.

Capped fee tribunal service

Dealing with an employment tribunal claim can be stressful, time consuming and expensive. One of the difficulties for employers can be not knowing how much their solicitors will charge them to defend the case.

To address this, the employment team at Paris Smith LLP will agree to cap the fees charged for employment tribunal cases meeting certain criteria. This gives you certainty as to the maximum amount you could be charged and should assist you in managing the claim.

Fixed fees for employment documents

We are happy to agree fixed fees for reviewing or drafting employment documents such as contracts and policies. We also have a number of “off the shelf” policies which can be purchased.

Paris Smith Human Resources

In 2014, we launched our new web based HR package which is a fixed price service. This provides clients with numerous benefits including:

- secure online access to useful HR tools
- secure storage online of your employment contracts and policies
- access to numerous useful precedents
- employment law guides
- personnel files and absence management.

Fixed cost training

All solicitors in the Paris Smith employment team regularly deliver seminars/lectures and interactive training sessions.

The employment team twice annually deliver a large seminar to clients and non-clients. We regularly have in attendance up to 200 delegates, making this one of the largest employment seminars delivered by any firm of solicitors in the South.

We are very experienced in providing employment law training and this can be aimed at HR professionals or at managers with only basic knowledge of employment law.

We are happy to agree fixed prices for training based either on ½ day or full day sessions.

Our training sessions can be prepared for you on a bespoke basis or can be off the shelf sessions such as:

- managing under performance
- how to conduct a disciplinary hearing
- managing ill-health and absence
- TUPE
- avoiding unfair dismissal claims
- redundancy for HR professionals
- employment law update.

Employment solicitor for a day scheme

We even have a scheme which allows you to use the services of one of our team solicitors on a discounted day rate.



Join our Paris Smith HR network

This bit is free!



We offer our retainer clients the chance to join the Paris Smith HR network which is on LinkedIn. There is no charge for being a member.

We regularly publish updates on current employment issues via the Paris Smith HR network and on our website.

Find out more

Please contact us to discuss your requirements or to find out more.



Clive Dobbin

Partner
023 8048 2370
clive.dobbin@parissmith.co.uk



David Roath

Partner
01962 679 774
david.roath@parissmith.co.uk