



ELLISWHITTAM

- ⦿ Employment Law
- ⦿ Health & Safety
- ⦿ Human Resources

elliswhittam.com



Ellis Whittam provides fixed fee employment law, HR and health & safety services to businesses, local authorities, charities and other organisations across the UK.

For a fixed annual fee Ellis Whittam will:

- Deal with your organisation's employment law and health & safety problems;
- Make sure that your organisation complies with UK employment law;
- Make sure that your organisation complies with UK health & safety at work regulations;
- Defend Employment Tribunal Claims that are made against your organisation;
- Defend your organisation against health & safety and, if relevant, food safety prosecutions;
- Pay Employment Tribunal compensation that is awarded against your organisation, subject to insurance terms;
- Provide updates and training on employment law and health & safety compliance;
- And much more...

As well as providing first class fixed fee employment law, HR and Health & Safety solutions, Ellis Whittam offers a portfolio of additional people and safety related support services including: HR and health & safety training; HR and health & safety audits; health & safety inspection services; HR and health & safety consultancy; occupational health & hygiene services; absence management software; payroll services; flexible benefit packages and recruitment services.

Whatever service Ellis Whittam provides to your organisation, it guarantees support that is practical, pragmatic and effective. When you choose Ellis Whittam you choose a quality assured business partner, with a relentless commitment to service excellence.



OVERWHELMED?



The Ellis Whittam Employment Law System is a fixed cost solution for dealing with HR and employment law problems, litigious employees and compensation claims.



FIXED FEE EMPLOYMENT LAW & HR SUPPORT

Our fixed cost Employment Law System gives employers total support, certainty of cost and peace of mind. Our System includes:

UNLIMITED ADVICE AND ASSISTANCE

From the moment you become an Ellis Whittam client you will have unlimited telephone and e-mail support in respect of employment law and related HR problems – 24 hours a day, 7 days a week. Our employment law team will work closely with you to deal with your issues and problems as and when they arise. We will draft, check and amend letters for you and help you draft employment documents. We guarantee a service that is fast, practical and accurate.

BESPOKE EMPLOYMENT SYSTEM

Working closely with you, your dedicated Ellis Whittam legal adviser will prepare detailed contracts of employment, an employee handbook and policies and procedures for your organisation. We will ensure that your employment documentation complies with current law and best practice and that all documentation is drafted to give your organisation maximum legal protection.

Your Employment System will include an essential management guide to employment law, your bespoke contracts of employment, your employee handbook, policies and procedures. It will also include practical letters and forms for dealing with day to day HR and employment law issues.

Subject to your availability, our legal team will complete the preparation of all documentation within 35 working days of receipt of your initial instructions/paperwork.

INTERNET ACCESS

As soon as our legal team has completed work on your Employment System our technical team will upload your System to your secure area on our website.

You can use your PC or laptop to view and download the latest versions of all your documents at any time of the day or night.

(service description continues on page 5)

OVERBURDENED?



Unlimited telephone advice and assistance, practical updates, training, expert representation, payment of compensation and a relentless commitment to service excellence.



FIXED FEE EMPLOYMENT LAW & HR SUPPORT (CONTINUED)

PRACTICAL UPDATES & TRAINING

Our legal team will keep you informed of changes in employment law that affect your organisation. We will not drown you in detail - we will tell you what you need to know, in plain English!

We are pro-active. If we become aware of a legal issue that might impact upon your organisation, we will tell you. If your documents need updating, we will change them.

We will keep your key personnel up to date with important employment law changes and we will invite you to at least six online employment law training webinars each year.

REPRESENTATION

If an Employment Tribunal claim is made against your organisation then we will defend the claim. If the case proceeds to an Employment Tribunal hearing then we will represent you. At the Tribunal hearing you will be represented by either your dedicated Ellis Whittam employment law adviser or by an expert barrister. Representation costs are included in our fixed fee.

PAYMENT OF COSTS AND COMPENSATION

As part of our fixed fee we insure your organisation against the risk of employment claims. If you lose an Employment Tribunal claim then, subject to policy terms, insurance covers legal costs and compensation. Standard cover is £125,000 for each claim with an aggregate of £1,000,000 each year. So, if a claim is brought against your organisation, it is protected.

We are registered with and regulated by the Financial Services Authority.

GUARANTEE

We are passionate about service quality. We believe that the Ellis Whittam fixed fee employment law & HR support service is the best in the UK. We guarantee:

- Fast, practical and pragmatic advice whenever you need it
- Best practice and legally compliant contracts of employment and employee handbooks to protect your business
- Best quality legal advice
- Dispute representation by your dedicated expert employment law adviser or an expert barrister
- Fixed annual costs with no catches and no extra charges
- Polite, professional, friendly and courteous service.

VULNERABLE?



Compliance with health & safety legislation is fraught with danger and difficulty. The Ellis Whittam Health & Safety System is a fixed cost solution for ensuring successful and professional health & safety compliance.



A FIXED FEE HEALTH & SAFETY COMPLIANCE SERVICE

Our fixed cost Health & Safety System gives UK employers support, certainty of cost and peace of mind. Our system includes:

UNLIMITED ADVICE AND ASSISTANCE

From the moment you become an Ellis Whittam client you will have telephone support about health & safety issues – 24 hours a day, 7 days a week. Our health & safety team will work closely with you, advising you in respect of health & safety issues as and when they arise. We guarantee a service that is fast, practical and accurate.

GENERAL RISK ASSESSMENT

Subject to your availability, within 35 working days of joining Ellis Whittam, one of our qualified and experienced health & safety consultants will visit you at your premises and discuss your business requirements in detail. We will complete a general risk assessment and a review of your existing health & safety procedures.

We will identify any immediate dangers and highlight any health & safety legal contraventions.

VISIT REPORT

Within 10 working days of completing your general risk assessment, we will send you a written report to confirm the outcome of the assessment. Our report will:

- Highlight risks and hazards
- Identify existing safe working procedures
- Detail required safe working procedures
- Identify specific risk assessments required
- Highlight any necessary training
- Prioritise further action that is required

HEALTH & SAFETY SYSTEM

Within 35 working days of completing your general risk assessment, our health & safety team will prepare and complete your detailed Health & Safety Policy and your Employee Health & Safety Handbook.

Your Health & Safety policy will include:

- Your organisation's health & safety policy statement
- Organisation and delegation of health & safety responsibilities
- Monitoring procedures needed to verify implementation of the policy
- Necessary statutory notices
- The legally required accident book
- An employee health & safety handbook
- An Ellis Whittam health & safety compliance certificate
- Stationery masters

(service description continues on page 9)

STRESSED?



A general risk assessment, a detailed Health & Safety Policy, a comprehensive Health & Safety System, telephone advice and assistance, practical updates, emergency assistance, payment of prosecution defence costs, your own health & safety consultant and a relentless commitment to service excellence.



A FIXED FEE HEALTH & SAFETY COMPLIANCE SERVICE (CONTINUED)

INSTALLATION & TRAINING

Subject to your availability, within 60 working days of carrying out your general risk assessment your health & safety consultant will visit you again at your premises. He/she will introduce you to those systems and procedures set out in your Health & Safety Policy and Handbook, and give you (and your colleagues) training in respect of key health & safety issues. He/she will confirm the organisation and delegation of health & safety duties and obligations and give you guidance on completing specific/individual risk assessments.

COMPETENT PERSON

One of the requirements of health & safety legislation is that you appoint a competent person. This person must ensure that you can meet the necessary safety obligations.

Ellis Whittam can help you meet these obligations by acting as a competent person for your organisation.

ANNUAL REVIEW AUDIT

After 12 months (and annually thereafter) your health & safety consultant will visit you again at your premises in order to complete a formal Annual Review Audit.

The Annual Review Audit will include:

- A review of your standard of health & safety compliance
- Ensuring that your health & safety documents have been kept up to date
- Checking the statutory records
- An audit of the workplace
- Updating of your health & safety policy documentation
- Face to face guidance and help with your health & safety problems

ANNUAL REVIEW AUDIT REPORT

Within 20 working days of the Annual Review Audit, you will receive a fully detailed written audit report confirming the discussion and findings. You will also receive any updated documentation that you need.

PAYMENT OF PROSECUTION DEFENCE COSTS

Our systems and procedures help to ensure that you comply with your legal responsibilities. However, we insure the risk of any health & safety (and food safety if relevant) prosecution being made against your organisation.

In the event of any such prosecution, our fixed fee service includes insurance cover for prosecution defence costs of up to £125,000 per claim with an aggregate of £1,000,000 per annum, subject to policy terms. We are registered with and regulated by the Financial Services Authority.

PRACTICAL UPDATES

We will keep you informed of health & safety law changes that affect your business. We will not drown you in detail - we will tell you what you need to know in plain English!

AUTHORITY LIAISON

If an enforcing authority takes health & safety related action against you, our health & safety team will liaise with it to protect your position.

EMERGENCY

In the event of a major incident or major accident, we will attend at your site to manage the necessary actions, including authority liaison, in order to ensure that your interests are protected.

FRUSTRATED?



As well as providing first class fixed fee employment law, HR and Health & Safety solutions, Ellis Whittam offers a portfolio of additional people and safety support services including: absence management software; HR and health & safety training; HR and health & safety audits; health & safety inspection services; occupational health & hygiene services; flexible benefits; payroll; and recruitment services.

ABSENCE MANAGEMENT SOFTWARE

Ellis Whittam "Office Control" will record and manage your employee absences, from annual leave to absences due to sickness. This innovative software system will help to reduce the level of unplanned absences, reduce the cost of managing absences, monitor accidents at work and improve the overall management of absences within your organisation.

For more information about Ellis Whittam "Office Control", please see www.elliswhittam.com/officecontrol

HR, EMPLOYMENT LAW AND HEALTH & SAFETY TRAINING

Ellis Whittam provides bespoke training in all aspects of HR, employment law and health & safety compliance. Ellis Whittam training courses are tailored to your specific needs and can be delivered as one off events or as part of a staff/management development programme. In addition we provide a comprehensive programme of public "Executive Briefing" seminars throughout the UK, plus monthly online "webinar" training sessions.

For more information about Ellis Whittam training services, please see www.elliswhittam.com/training

HEALTH & SAFETY AUDITS

The Ellis Whittam health & safety audit checks your organisation's compliance with current health & safety at work legislation. It is a critical, in-depth examination of your organisation's safety management systems. The health & safety audit can cover all of your systems or particular aspects, such as risk assessment procedures, training, fire, first aid and issue and control of personal protective equipment (PPE).

Our audit will provide your organisation with a clear picture of its performance in terms of health & safety management. As a result, remedial actions can be taken before incidents occur.

OCCUPATIONAL HEALTH

In order to reduce your risk of litigation and to improve the performance of your employees, Ellis Whittam can provide a comprehensive range of occupational health packages tailored to meet your business needs. Our services include: occupational health risk audits; pre-employment questionnaires and tailored medicals; health surveillance; absence management including case management and comprehensive reporting; physiotherapy services; ergonomic assessments and stress management including CBT, counselling and psychology services; plus a range of monitoring, testing and analysis services.

For more information about Ellis Whittam occupational health services, please see www.elliswhittam.com/oh



A PORTFOLIO OF PEOPLE AND SAFETY RELATED SUPPORT SERVICES

HR AUDITS

The Ellis Whittam HR Audit reviews those HR systems, procedures and practices that you currently have in place. It assesses your business and plans. It identifies those areas where you might fail to comply with current law, areas where you can reduce costs and those areas where 'best practice' can be applied. We make recommendations about how such things can best be achieved and we suggest a strategy for effective implementation.

HEALTH & SAFETY INSPECTIONS

Monitoring of health & safety standards is legally required to determine how effectively you are controlling risks and how well you are developing a positive health & safety culture. An inspection by an Ellis Whittam consultant gives you an expert independent check. Each inspection is followed up with a simple to follow report and summary.

FLEXIBLE BENEFITS

Win the hearts and minds of your people and improve staff retention rates! Flexible benefit schemes let your employees choose the benefits they want to match their lifestyles – and reduce your total rewards bill.

From salary sacrifice to voluntary benefits we offer integrated software, administration services and consultancy to help you design, implement and manage your perfect flexible benefits scheme.

For more information about Ellis Whittam flexible benefits, please see www.elliswhittam.com/flexiblebenefits

PAYROLL SERVICES

Ellis Whittam works closely with one of the worlds leading payroll providers to offer world-class payroll solutions. Whether you employ 2 or 200,000 people, you can benefit from outsourcing payroll. You define the level of service that you need, ranging from traditional "bureau" processing through to fully outsourced payroll.

Outsourced payroll services will calculate your employees' pay, ensure that you are compliant with HMRC requirements and provide you with detailed management reports and information.

For more information about Ellis Whittam payroll services, please see www.elliswhittam.com/payroll

RECRUITMENT SERVICES

An organisation's most important asset is its people. Employing the right people with the right skills can make the difference between business success and failure. Ellis Whittam can help you recruit and retain the right people for your organisation.

We will work with you to fully understand your organisation's needs, culture and expectations to ensure that we match person, job and environment. With service excellence at the forefront of our minds, our aim is to consistently provide a level of service that exceeds customer expectations – and that, ultimately, saves you time, effort, money and stress.

For more information about Ellis Whittam recruitment services, please see www.elliswhittam.com/recruitment

PEACE OF MIND!



We provide a portfolio of business support services that are practical, pragmatic and cost effective.

We are passionate about quality of service, accelerating business growth and protecting your best interests.

To join us call **0845 226 8393**.



For more information about
Ellis Whittam or to arrange a service
proposal for your business, please call
our Business Development team on
0845 226 8393
or email
enquiries@elliswhittam.com



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