

# HR support from the legal experts



# Your business. Your people. You're covered.

**We know that the future success of most businesses depends largely on its people.**

That's why it's so vitally important to ensure you're covered from the potentially costly, distracting and damaging effects of complex employment litigation claims.

But an effective, experienced and reliable HR support function is just for the 'big boys', right?

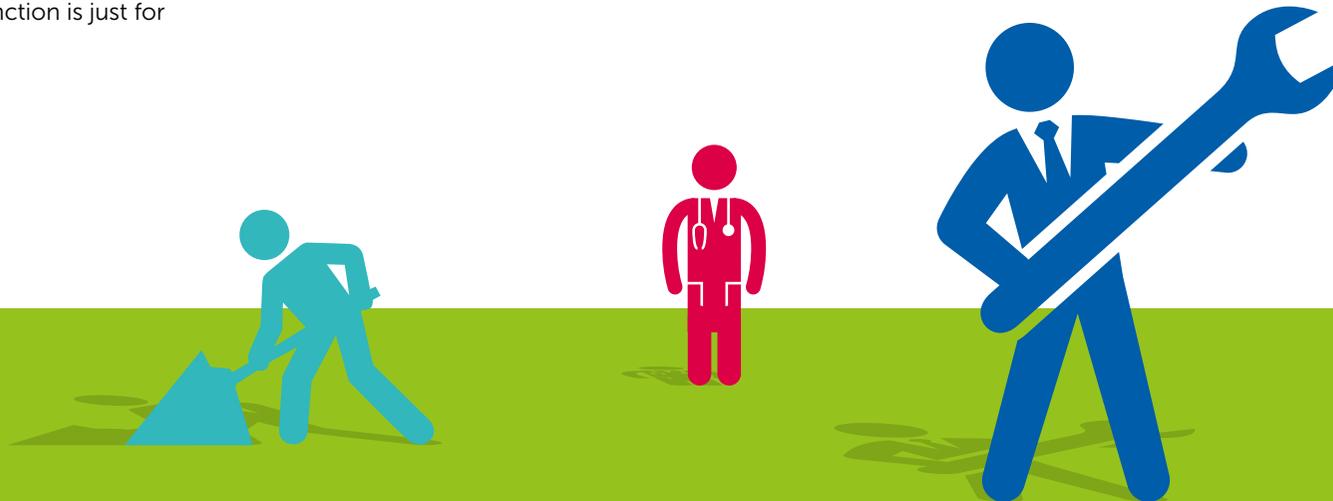
Wrong.

We've developed a flexible HR package that provides exactly the right level of on-going advice and assistance your business needs... at an affordable price.

All of our HR support packages are bespoke. There's nothing conveniently off the peg here. Everything our **JMW | HR** team does is designed with your business needs in mind.



"Our approach to human resources couldn't be simpler. It's all about people. Always has been. Always will be".



**Removing financial uncertainty.**

Fixed costs help protect your business, your people and your balance sheet.

**Expert team of friendly people.**

Reassuringly, all of our advisors are fully qualified, experienced lawyers.

**Our clients stay with us...**

Not because they're bound by contract but because they are happy with our service.

**Real people working for your business.**

No faceless call centres - just friendly reliable advice from our team of experts and your designated single point of contact.

**Concentrate on your business.**

Minimise any management time on employment issues.

**Flexible cover, flexible costs.**

It's easy to tailor your insurance cover options to suit your needs.

**Cloud based HR Management Software.**

Manage all of your HR policies and procedures from one central location as well as offering staff self-service for HR related activities.

**Networking and learning events.**

Receive free VIP invitations to our exclusive knowledge-share seminars.

**Receive regular news updates.**

Free subscription to our Employment Law updates and Newsletter series.



# The ultimate HR software solution.

Our dedicated HR Management Software is a unique cloud based HR software service platform.

**Built with HR professionals in mind, the software guides employees, managers and HR controllers through every step of the employee lifecycle. With HR best practice and UK Employment legislation considered at every stage, you can be confident that your organisation is managing it's employees in the best possible way.**

The HR system is designed to make HR admin more efficient, and is a purpose-built alternative to doing HR via paper or spreadsheets. Implementing a HR system will provide multiple benefits across your entire workforce, from top-level business development right down to core staff efficiency. Some of the many business benefits of making this purchase are:

## Core Workforce Efficiency

The HR system will empower your core staff to handle their own information in a controlled manner. This will free up the time of senior staff members.

- Submit electronic holiday requests for approval by management
- Update personal information (e.g. bank details, contact details & next of kin)
- View important company announcements
- Store documents such as their employment contract
- Track skills, training & qualifications
- Update performance reviews & appraisals

## Company Wide Statistics & Insights

The HR system will provide us with useful reports that contain statistics and insights about your business. including:

- Accurate headcount, gender & age demographics, working patterns
- Holiday planning information including your company's busiest days
- Sickness & absence monitoring including alerts & warnings for problem patterns
- Recruitment figures such as staff turnover, and the cost/ impact on your business

## Performance Data

Manual performance reviews are time-consuming and easily forgotten, whereas this system will keep you pushing for continuous improvement throughout your workforce by providing an interactive platform from which you can monitor, benchmark and improve your employees' performance.

## Business Protection

Following best-practice and keeping in-line with the latest legislation is an essential part of HR. This system will help your company to more confidently comply with legislation and follow best practice.

## How will HR365 help you?

- Reduce HR administration and support costs
- Help HR and people managers do the right things, in the right way, and at the right time
- Simplify HR challenges and remove compliance risks
- Improve employee engagement and productivity
- Integrated line manager communications and improved performance.

# Our pricing structure is as simple as it gets.

At JMW we understand that no two businesses are the same. We've put together 2 simple options designed to put you in control of your finances... and JMW in control of your employment and HR needs.

No matter which option suits your business's circumstances best, the first thing our expert team will do is undertake a comprehensive review of your existing HR & Employment policies and procedures. In the vast majority of cases minor amendments will be made free of charge, whilst complex changes will be quoted separately at preferential rates - up to a 30% discount off our standard fees.

## Option 1

- Control your budget with a genuinely fixed fee package
- Option to pay either annually upfront for a preferential rate or on a monthly basis
- 24/7 access to a dedicated Helpline managed by your designated lawyer
- VIP Invitations to our knowledge share seminars
- Free Employment Law Updates and Newsletters
- Optional bolt on of employment liability insurance to cover the cost of tribunals, settlements and awards
- Optional bolt on of our powerful online HR365 software solution to manage sickness, absence, holidays, performance and recruitment all in one place
- Optional bolt on for fixed fee tribunal claims.

## Option 2

- Control your budget with a genuinely fixed fee package
- Option to pay either annually upfront for a preferential rate or on a monthly basis
- Assistance with all of your employment law and HR needs, including disciplinary and grievances, absence management, redundancy, and beyond\*
- 24/7 access to a dedicated Helpline managed by your designated lawyer
- VIP Invitations to our knowledge share seminars
- Free Employment Law Updates and Newsletters
- Optional bolt on of employment liability insurance to cover the cost of tribunals, settlements and awards
- Optional bolt on of our powerful online HR365 software solution to manage sickness, absence, holidays, performance and recruitment all in one place
- Optional bolt on for fixed fee tribunal claims.

\* Terms and conditions apply



# It's all about people. So meet some of ours.



**Liz Cotton,  
Partner and Head of  
Employment Law**

Liz specialises in all areas of employment law and regularly provides advice to clients on severance agreements, discrimination matters, contractual and policy documents, internal disciplinary and grievance hearings, redundancies and TUPE transfers. She has significant experience in the hospitality, retail, pharmaceutical, environmental and sporting sectors and her clients include Online Gadgets Limited and TJ Morris Limited who trade as Home Bargains.



**Ian Tranter,  
Partner**

Ian has more than 25 years experience advising on a broad range of employment law matters. His specialisms include corporate re-structures, TUPE, re-organisations, executive terminations, disciplinary and dismissal issues, discrimination, data protection and insolvency implications.



**Jennifer Smith,  
Senior Associate**

Jennifer deals with all aspects of employment law, with particular expertise in contentious work. She specialises in executive terminations, disciplinary and dismissal issues and discrimination, representing the Respondent. Jennifer has excellent client care skills and develops strong relationships with both existing and new clients.



**Laura McHugh,  
Associate**

Laura advises both employers and employees on all aspects of employment law, contentious and non-contentious. This includes discrimination, unfair dismissal, TUPE and whistleblowing, as well as offering advice on redundancy procedures, disciplinary matters, employee handbooks, contracts of employment and work place policies. Laura has previously been seconded to Leeds City Council broadening her public sector experience.

# Your business. Your people. You're covered.

JMW are here to help whatever your problem; by providing cost-effective, high quality legal services and advice for private clients and businesses ranging from SMEs to international companies. Our Partners and lawyers - many of whom are leaders in their field - pride themselves on providing the advice and support you need in a clear, concise and friendly manner.

We build close working relationships with our clients and in your time of need we are the solicitors to have in your corner.

**To arrange a no obligation demonstration  
or setup a free trial please contact**

**Daniel Clark, Director of Marketing on  
0161 828 1821 or [daniel.clark@jmw.co.uk](mailto:daniel.clark@jmw.co.uk)**



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