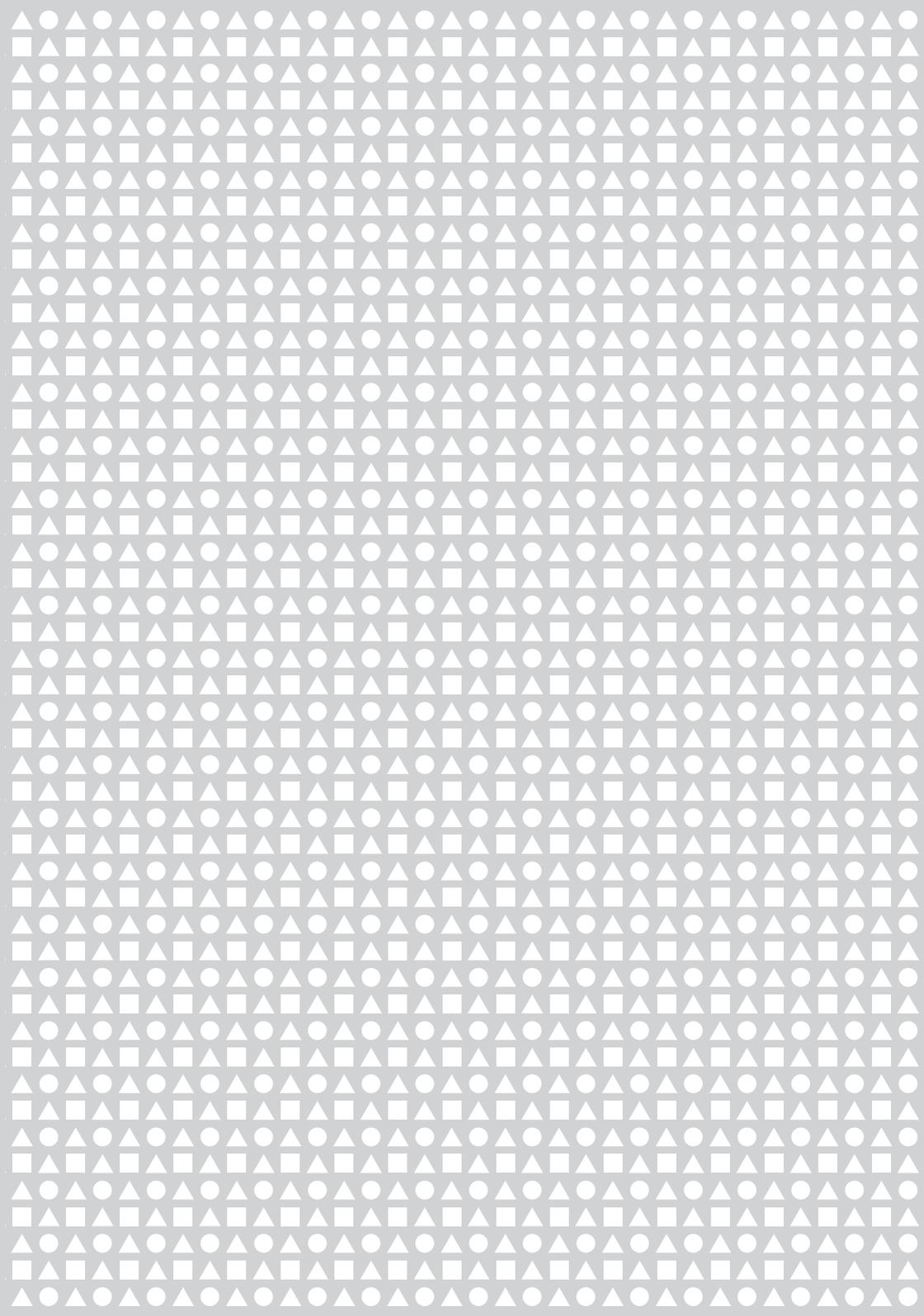


Employment law and HR support for veterinary practices



MS Rubric,
solicitors



Introduction.

MS Rubric is a modern firm of solicitors which forms part of the Moore Scarrott Group. We have a deep understanding of the veterinary sector and many years' experience advising veterinary practice owners. We understand the business issues that you face.

We also understand that employing a full or part-time HR manager is an expensive overhead for most veterinary practices. However, the skills and knowledge that an employment law and human resources specialist offers can be invaluable.

We have therefore developed an employment law and HR support package as a cost efficient solution for your veterinary practice. We can provide you with all of the benefits of having an internal HR department at a fraction of the cost.

Working closely with your practice, our highly skilled team will supplement your existing management department and deliver a professional service to you at all times. Our three levels of support are explained overleaf.



Our three levels of support.

01 Essential.

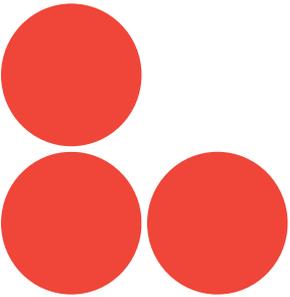
This entry level support package is the bare minimum a veterinary practice should have in place. You can meet your statutory employment law requirements and have access to invaluable HR support with our essential service.

- Template employment contracts, policies and procedures provided at a discounted fixed cost of £750 +VAT (normally £1,500 +VAT)
- Two seminars per year to update you as the law changes
- Quarterly newsletters
- Up to 1 hour per month of telephone and email advice
- 20% discount on our standard charge out rates (including our daily rate for in-practice attendance) where additional support is required
- Available for employers with up to 30 employees

Prices from

£100 +VAT per month

An insurance product can be made available to sit alongside our support package.



Our three levels of support.

02 Enhanced.

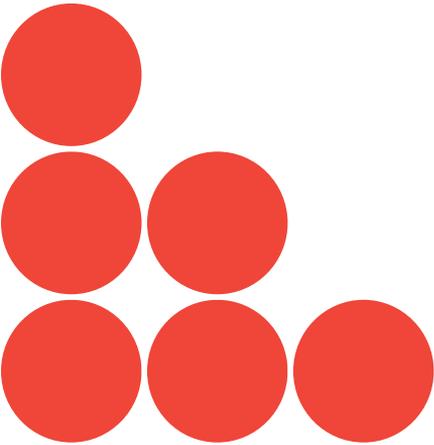
Employees perform best when they are clear about what they are required to do, are treated fairly and feel valued. You can have all the necessary documentation and processes in place to achieve this with our enhanced service.

- HR compliance audit
- HR starter pack which includes your contracts of employment, offer letter and induction plan
- Template policies and procedures
- Two seminars per year to update you as the law changes
- Quarterly newsletters
- Telephone, email and written advice (including draft letters to employees) up to a maximum of 30 hours of our time per year
- 25% discount on our standard charge out rates (including our daily rate for in-practice attendance) where additional support is required

Prices from

£200 +VAT per month

An insurance product can be made available to sit alongside our support package.



Our three levels of support.

03 Premium.

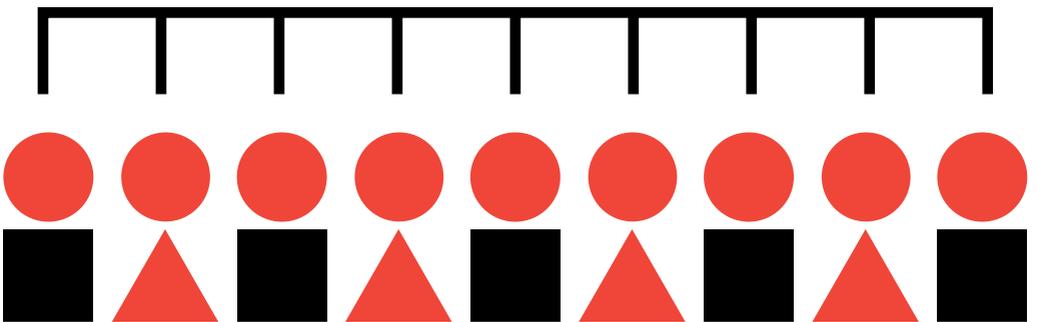
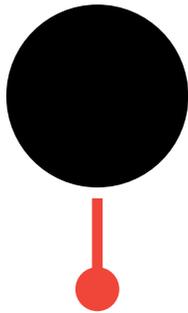
When you are running a busy and growing veterinary business, having a reliable and effective human resource function is critical. We can provide you with a complete human resource and employment law service with our premium service.

- Initial on site visit to assess your requirements
- HR compliance audit
- HR starter pack which includes your contracts of employment, offer letter and induction plan
- Template policies and procedures
- Updates to documents each year
- Two seminars per year to update you as the law changes
- Quarterly newsletters
- Unlimited telephone, email and written advice (subject to a fair use policy)
- Preparation of settlement agreements and negotiation on behalf of the practice
- 35% discount on our standard charge out rates (including our daily rate for in-practice attendance) where additional support is required
- Gap analysis highlighting areas which require action

Prices from

£450 +VAT per month

An insurance product can be made available to sit alongside our support package.



Here's what you get.

Expert advice:

all telephone advice is provided by specialist Employment Law Solicitors or Chartered Institute of Personnel and Development (CIPD) professionals.

The protection of legal professional privilege:

this privilege (which only applies to solicitors and barristers) ensures that the advice we give you is not disclosable to an employee (for example via a Subject Access Request or during litigation). Advice given by HR professionals who are not solicitors or barristers does not benefit from legal professional privilege.

A long-term reduction in your overall spend on employee related matters:

good employment law and HR advice will help reduce your costs by helping you get things right first time. Using our services will save your practice both time and money.

A reduction in the risk of an employment tribunal claim:

by ensuring your HR policies are legally compliant, consistent and understood, you will reduce the number of problems that arise and be able to deal efficiently and effectively with those that do.

Advisers who understand your business:

as your regular adviser we will know your business inside out, so you won't need to waste time explaining background details every time you call for advice on an employee related issue.



Our additional HR services.

In addition to our fixed price employment law and HR support packages, we also offer the following services:

Strategic HR service:

Our strategic HR service is designed for those veterinary practices that want to invest in building a high performing team. This is a bespoke service tailored to the specific needs of the veterinary practice. Possible components might include:

- Strategic HR review and planning
- Personal development plans for team members
- Coaching and mentoring
- Leadership training

On-site support:

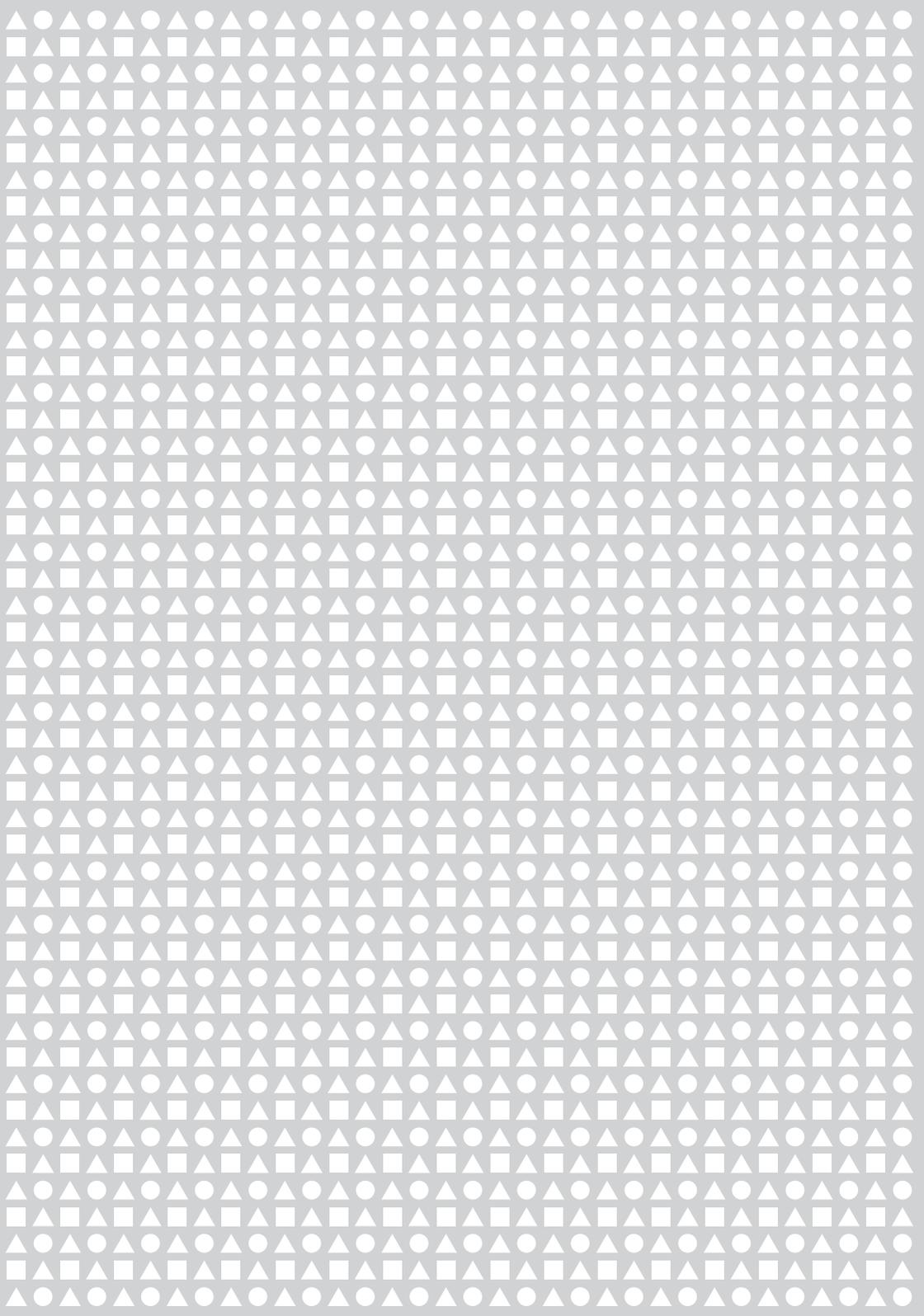
Our on-site support is available as and when required for routine or complex issues including management meetings, disciplinary and grievance matters and employee performance issues.

Project work:

Our team can also deliver HR projects to your practice which could include, for example, dealing with the introduction of new HR policies or procedures, TUPE transfers or redundancy and reorganisations.

Contact us.

For further details speak to our employment law partner,
James Howell, on 01454 800 008 or email on
james.howell@msrubric.co.uk





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