

HR RETAINER SERVICE – STANDARD FEE STRUCTURES

Please see below an example of our HR retainer fee structures available. Packages can always be tailored to your business needs depending on its size and level of support required. They can also be tailored to give you access to an experienced HR professional and our team of employment lawyers, depending on your requirements and current internal HR support.

For a bespoke quote please contact Louise Nunn, Partner and Head of our HR and Employment Team on 01844 455070.



Please note:

- The below fees are subject to reasonable usage restrictions to be agreed with you.
- Where chargeable assistance is required, we will always endeavour to agree a fee estimate with you in advance, with the flexibility to temporarily increase your retainer coverage as an alternative. For clients on our retainer service discounted hourly rates will also apply.
- As we provide template contracts and policies as part of the retainer, we ask that you commit to a minimum term of six months. Thereafter retainers can be determined on at least one month's written notice.
- Our services do not extend to general HR administration such as onboarding, managing holiday bookings, salary reviews, payroll etc. If this is required we can introduce you to external HR professionals we work with, who offer such services.

	Lite £350 + VAT per month	Standard £700 + VAT per month	Enhanced £1,100 +VAT per month
Template employment contract and disciplinary / grievance policies	Yes	Yes	Yes
Legal Updates including quarterly newsletters	Yes	Yes	Yes
Email support from an experienced HR professional	Yes	Yes	Yes
Staff handbook for your use (including annual updates)	Chargeable	Yes	Yes
Telephone support from an experienced HR professional	Chargeable	Yes	Yes
Advice calls via Teams with an experienced HR professional	Chargeable	Yes	Yes
Draft HR documentation	Chargeable	Chargeable	Yes
Attending Formal meetings (Disciplinarys / Grievances / Consultation Meetings etc)	Chargeable	Chargeable	Chargeable
All other assistance	Chargeable	Chargeable	Chargeable

Our Employment team at Lightfoots Solicitors is here to provide expert legal guidance, please get in touch to discuss your specific needs.