



# B+M Works

Contract audit

24/7 HR advice

Payroll & tax services

Training & seminars

HR consultancy

Tribunal representation

Employment advice insurance

# Introducing B+M Works

Whatever your HR needs we have a solution that will work for you. You choose the amount of HR service you need at a fixed annual fee - no nasty surprises.

Businesses are about people. Profit and loss, dividends, invoices, pay and revenue - they all depend on the people who work for you. For most organisations the biggest cost is meeting the payroll and HR obligations associated with employment. That is where we can help. We have a number of solutions designed to support and grow your business, while you concentrate on the bottom line.

Our services are designed to work in partnership with you to proactively address HR and legal concerns at the earliest point. We don't want you to be worried about a big legal bill just for picking up the phone to chat through issues that are keeping you awake at night. Our fixed fee gives you the security you need.

We also maximise the number of available outcomes (many of which don't involve a court or tribunal) and reduce the time required to address the issues. The big advantage of B+M Works is there are no time pressures so we can get to the core of the problem. Our approach is to provide commercial solutions designed to suit your business. This means that we talk through not only a legal outcome but what works in the business world.

Our B+M Works services are contained in 3 main packages (Basic, Main Works and Full Works), all of which can be adapted to suit your business needs. Most clients prefer the security of a three year package, but we also offer an annual subscription, and are flexible on your requirements.

## Meet the team



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## Why us?

We think that B+M Works offers the best solution for your business, organisation or charity. Our team is made up of fully qualified lawyers and HR professionals with years of experience in the sector. We are also unique in being able to provide payroll and tax services, so that all your outsourced needs are looked after by one provider with the backing of a full service legal firm.

Our services are designed to work in partnership with you. All businesses are different and you can mix and match the range of services to best maximise your business potential. We have provided 3 templates you

may find useful, however each package can be amended to suit your particular business. Whether you need simply to update your contracts of employment, or require a full HR consultancy service at board room level, we have the product to suit.

If there are other services that you require, we would be delighted to give you a quote.

Best of all, we are available 24/7 to handle anything that crops up. At the end of the day it is your business, and B+M Works will help you achieve your goals.

### Basic Package

- Detailed audit of existing employment documentation
- Report of required changes
- Assistance in implementing the changes and amendments
- Annual review of employment
- documentation (staff handbook, data protection, policies, letters and contracts)
- Provision of style letters for disciplinary, grievance and redundancy processes.

### Main Works

Includes all of the Basic Package offering plus:

- 24/7 unlimited telephone and email support including absence management, working time regulations, bullying and harassment, flexible working, maternity/paternity leave and holiday pay
- Payroll and tax services (see Payroll and Tax Services section)
- Settlement agreements (four per year)
- One free training session per annum e.g. social media (see Training and Seminars section)
- Support with grievance and disciplinary procedures
- Free initial meeting
- Free monthly case update.

### Full Works

Includes all of the Basic and Main Works package plus:

- HR outsourcing for disciplinary and grievance hearings and investigations
- Handling initial legal claims
- Negotiating with ACAS on your behalf
- Staff surveys
- Payroll and tax services.

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Balfour + Manson provides an individual service which looks into their clients best interests from the very first meeting and in our case, up until the present day. They do more than represent you, they look after you, keeping you informed every step of the way!

Client

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## Insurance led tribunal advocacy

- Specialist advocacy
- Drafting of defence documents
- Attendance at tribunal and EAT
- Sheriff Court representation
- Litigation specialist
- Insurance available against litigation risk.

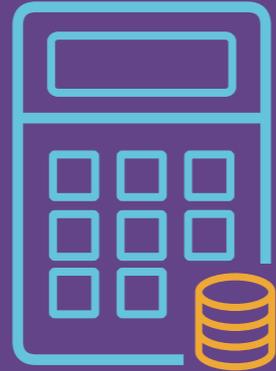


The importance of properly conducting the defence of employee claims can be seen by recent figures. Tribunal awards alone can put a business into administration with fees averaging about £10,000 for a standard unfair dismissal hearing. As part of our package we can offer insurance cover for legal fees and any awards stemming from a tribunal hearing. This can be included as a monthly premium.

Now is the best time to ensure your business is fully protected from any such claims. With our insurance package we can provide you with unlimited, high quality advice for a set monthly price. The B+M Works team of employment law specialists has huge experience of representing clients in employment tribunals. Our team includes a Solicitor Advocate to ensure you are represented from the very start of a case to the highest court. Whether it is defending a small claim by a disgruntled employee or a complex issue in front of the Employment Appeal Tribunal (EAT), you will be in safe hands.

## Payroll & tax services

- Payroll management
- Employment tax queries
- Succession planning for business
- HMRC investigation
- Year end returns
- Tax advisory work.



Unlike most other fixed price providers, we can also give the client added value by having the option of a payroll and tax service which can be taken as a stand-alone product or combined with any of our packages. Our dedicated payroll team has been in place for over 20 years, and has the benefit of a fully qualified chartered accountant. Whether it is payroll management, succession planning for your business or tax advisory work, we are here to help you.

In addition, we offer advice on HMRC investigations and can complete your year end returns for individuals and small businesses. There is an insurance policy available as well for peace of mind. So take away the hassle of payroll, and let us deal with HMRC direct.

## Training & seminars

- Bespoke training sessions
- Breakfast seminars
- Grievance and disciplinary procedure training
- Employment law newsletter
- Monthly case law updates.



As part of the Main Works package, or as a stand-alone service, our team can provide in-house training services on any topic of your choice. We will provide you with the necessary templates and documents to ensure it is done properly and in the correct way.

In particular we can train middle management to avoid the most common types of claims brought against you in the workplace, such as discrimination and unfair dismissal.

Training can be provided at your place of work, at a time to suit your staff. We offer one free training session per year with our Main Works package.



## Next steps...



Call us for a quote  
0131 200 1202



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