



 **Howells**  
SOLICITORS



**HOWELLS RETAINERS**

**Human Resources Support  
from  
Employment Law Experts**

029 2043 7484 ■ [employmentdepartment@howellslegal.com](mailto:employmentdepartment@howellslegal.com)  
[www.howellslegal.co.uk](http://www.howellslegal.co.uk)



## HR SUPPORT SERVICES

- ✓ HR Hotline
- ✓ Email support
- ✓ Legal Sounding Board
- ✓ Letter Drafting Service
- ✓ Meeting preparation and coaching
- ✓ Employment Protection Insurance (optional)



## BENEFITS

- ✓ Employment Contracts & Staff Handbook compliance health check
- ✓ Annual compliance review of employment contracts and Staff Handbook
  - ✓ Employment law training and updates
  - ✓ Discounted bespoke in-house training
- ✓ Discounted legal fees for employment law advice outside retainer scope





## FREQUENTLY ASKED QUESTIONS

### **Is usage limited?**

There are no limits for day-to-day general HR support

### **Is there a minimum term?**

Choose from our three month flexible or twelve month best value options

### **What is the cost?**

Fees start from £199 plus VAT per month



### **What is included?**

*HR support for day-to-day staff management issues, such as:*

Sickness, grievances, disciplinaries,  
flexible working and family friendly matters.



### **What is excluded?**

*Exceptional matters and projects such as:*

On-site support, consultation exercises (such as redundancy or TUPE),  
employment tribunal representation, gender pay audits,  
job evaluations, drafting/re-drafting new or upgraded contract templates and  
handbooks and policies.



## GEMMA BAILEY - HEAD OF EMPLOYMENT

“My guiding principle is to consider each client instruction as having been trusted with an investment. Human resources plays a key role in a well-run business, but staff issues inevitably arise and particularly during phases of change, whether growth or contraction. We strive to do so much more than to simply take over heavy lifting of the paperwork.

As trusted partners, we align our advice to best fit each client on a case-by-case basis. My experienced team resolves issues with skill and sensitivity, advising to manage risk with a healthy dose of pragmatism.”





## **CARDIFF OFFICE**

Fitzalan House, Fitzalan Court  
Fitzalan Road, Cardiff  
CF24 0EL

Tel: 02920 404 020

## **SWANSEA OFFICE**

4 Langdon Road, SA1  
Swansea Waterfront  
Swansea, SA1 8QY

Tel: 01792 410016

## **CAERPHILLY OFFICE**

72 - 74 Cardiff Road  
Caerphilly, Mid Glamorgan  
CF83 1JQ

Tel: 02920 867111

## **TALBOT GREEN OFFICE**

85 Talbot Road, Talbot Green  
Rhondda Cynon Taff  
CF72 8AE

Tel: 01443 230411

## **NEWPORT OFFICE**

29 Bridge Street  
Newport, Gwent  
NP20 4BG

Tel: 01633 227960

## **BRIDGEND OFFICE**

Elm Court, Cowbridge Road  
Bridgend  
CF31 3SR

Tel: 01656 477477