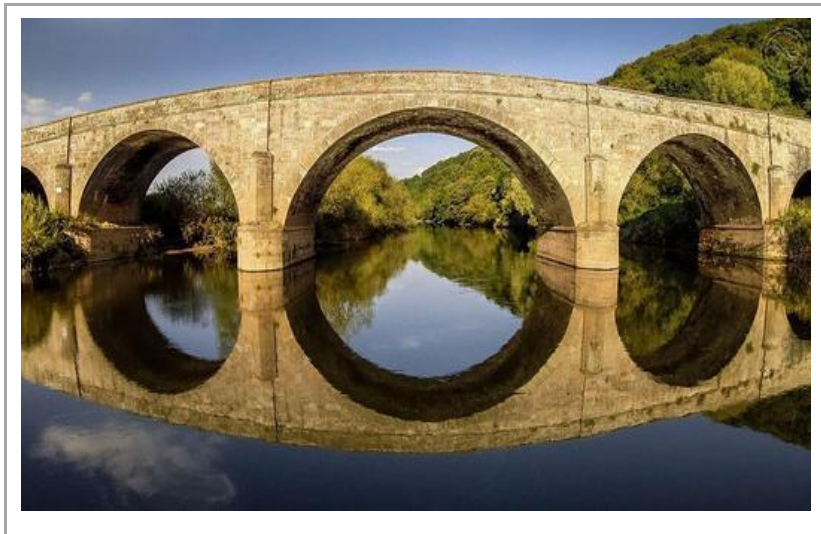


Annual Membership



SWAN CRAIG
S O L I C I T O R S

Tel: 01179 200128 Email: legal@swancraig.co.uk

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Who are we?

In only October to December 2022 alone there were over 81,000 employment tribunals with businesses spending, on average, between £10,000 to £13,000 defending a single claim.

Since employment tribunal fees have been removed and it no longer costs employees to take a case to court, it is even more important for businesses to follow the correct practices and procedures to prevent a claim in the first instance.

Swan Craig is a modern legal practice with an extensive knowledge of the law. We have lawyers with over sixteen years' experience in the legal sector so we can advise on a wide range of matters which any growing business will face.

As a business owner your time is more important spent serving customers rather than having to address HR and legal issues.

We provide clear, cost effective legal advice, without the jargon, enabling business owners to focus on growing their business.

Don't just take our word for it!

"We found Swan Craig very approachable. They tailored their service to meet our needs and walked us through our legal options at every stage. We wouldn't hesitate to approach them in the future."

Mike Teeling, Director

Why use a solicitor practice?

By using a solicitor like Swan Craig, you benefit from Legal Professional Privilege (LPP). This means any advice a legally qualified lawyer (i.e. solicitor or barrister) gives you, is protected from being disclosed to an employee in legal proceedings.

But LPP only applies to advice from legally qualified lawyers. There are a number of HR and legal support services out there who provide 'legal' advice but if they're not legally qualified you won't benefit from LPP.

Do you understand the contracts you sign?

Each of our membership packages help business owners understand what the contracts they're agreeing to mean, and also the repercussions of signing them.

You will also benefit from advice about your business law needs such as disputes over invoices and whose terms of business apply.

Costs in the longer term

Swan Craig understand an HR function can be an expensive overhead so why not rely on us to take care of your HR and legal support?

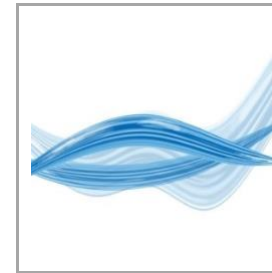
Working closely with your business, our employment law specialists supplement your existing management team with their invaluable knowledge and skills.

By using us, you will reduce long term costs. Good employment and commercial advice will help you get things right the first time, meaning our annual membership will save your business time and money. It also provides you with all the benefits of having an internal legal department at a fraction of the cost.

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Our Services

Classic Member



Our first-tier package ensures you meet the statutory employment law requirements and have access to invaluable HR and legal support.

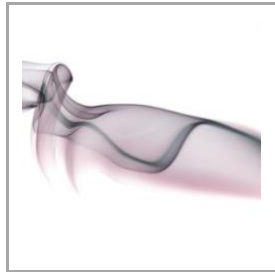
What is included?

For just £2,520 annually or £225* a month, you will receive:

You receive:	Why?	Benefit obtained
Quarterly newsletters	Keep in touch with developments in employment matters	Updates in employment law
1 hour a month of telephone and/or email advice	May have the odd question or want advice on a proposed course of action	Quick access to legal advice knowing the cost is already covered
10% discount on our normal hourly rates (£225 p/h normal rate)	May have a more complicated matter to take advice on going outside the inclusive pre-paid time	Quick access to legal advice having the security of lower rates than if instructed from the start, plus continuity in receiving the advice from the same adviser
#Discounted employment contracts/policies and procedures at £750 (instead of £1000).	Either no contracts/policies in place or those already available may be out of date	Peace of mind that the contracts/policies are not only up to date but fit for purpose, whilst knowing the full fee and no hidden surprises.

Our Services

Premium Member



Our second-tier package ensures you have all your necessary and legal documentation and processes in place, as well as access to invaluable HR and legal support.

What is included?

For £4,500 annually or £390* a month, you will receive:

You receive:	Why?	Benefit obtained
Quarterly newsletter	Keep in touch with developments in employment matters	Updates in employment law
2 hours a month of telephone and/or email advice	May have the odd question or want advice on a proposed course of action	Quick access to legal advice knowing the cost is already covered, particularly as a longer period pre-paid than in the Classic membership
15% discount on our normal hourly rates (£225* p/h normal rate)	May have a more complicated matter to take advice on going outside the inclusive pre-paid time	Quick access to legal advice having the security of lower rates than if instructed from the start, or even lower rate than the Classic membership. Plus, continuity in receiving the advice from the same adviser

#HR starter pack including offer letter and contracts of employment	Either no offer letter/contract in place or those already available may be out of date or not legally compliant	Cost saving as already included in the package plus peace of mind that the contracts are not only up to date but fit for purpose
Template policies and procedures	Either no policies/handbook in place or those already available may be out of date or not legally compliant	Cost saving as already included in the package plus peace of mind that the policies are not only up to date but fit for purpose
#Discounted terms of business review at £500 (instead of £1000).	Either no terms in place or those already available may not be fit for purpose	Peace of mind that the terms are not only up to date but fit for purpose, whilst knowing the full fee and no hidden surprises.

"Kirsty is very reliable, her advice is always spot on, and I know she is available whenever I need her. I recommend Kirsty's services to all my business colleagues; fantastic service, I thoroughly recommend Kirsty"
Mandeep Bahra, Business Owner

"Beach Baker have instructed Swan Craig on many occasions since 2015 with specific reference to our employment and corporate law matters. We have always been very pleased with the service provided by Kirsty who is extremely efficient and knowledgeable. Kirsty is a lawyer who can cut through the legal jargon to explain situations in practical terms, which saves time and often results in positive outcomes. We would have no hesitation in recommending her services." Rupert Stuart-Baker, Beach Baker

Elite Member



Our top-tier package allows you to focus on your business by providing a complete legal and HR service. This provides you with the equivalent to an in-house legal department.

What is included?

For £7,500 annually or £635* a month, you will receive:

You receive:	Why?	Benefit obtained
Quarterly newsletters	Keep in touch with developments in employment matters	Updates in employment law
Unlimited telephone and email advice (subject to fair use policy)		
30% on standard charges where additional support is required	May need training, onsite support, projects where assistance is needed or even litigation	Quick access to legal advice having the security of lower rates. Plus, continuity in receiving the advice from the same adviser
Initial onsite meeting to assess requirements;	Understanding who is providing your legal services and accessing your data	Meet the face behind the name and start to build a working relationship. This onsite meeting allows us to fully understand your business, your style of working and what level of support you need from our legal services.

#HR starter pack including offer letter and contracts of employment	Either no offer letter/contract in place or those already available may be out of date or not legally compliant	Cost saving as already included in the package plus peace of mind that the contracts are not only up to date but fit for purpose
#Template policies and procedures	Either no policies/handbook in place or those already available may be out of date or not legally compliant	Cost saving as already included in the package plus peace of mind that the policies are not only up to date but fit for purpose
#Updates to documents	Ensuring your policies remain legally compliant when changes in the law occur	Peace of mind that your policies will not go out of date and no additional fees will be charged to maintain the policies
30% discount on hourly rate for commercial law assistance	May need support on a contract matter or terms of service	Quick access to legal advice having the security of lower rates. Plus, continuity in receiving the advice from the same adviser
In-house employment law update seminar	A lack of understanding of what employment law knowledge is needed or a refresher is required due to changes in the law	Being brought up to speed in a short space of time, being able to ask questions throughout to assist your understanding and maintaining a working relationship with your adviser
Preparation of settlement agreements and negotiations	Having the additional cost of pre-litigation matters and ensuring you follow the correct legal procedures to protect your business	Experts on hand to advise and draft settlement agreements, as well as negotiating on your behalf to save your time. Plus, peace of mind that additional charges are not being incurred

Additional Services



Wait, there are
more, pay as you go
and further services

In addition to our memberships, we also offer **pay as you go** services which is based on our hourly rate of £225 plus VAT which is based on a time recording basis. We can also help with the other services at discounted rates:

You receive:	Why?	Benefit obtained
Training and seminars (including data protection (GDPR), how-to training (how to conduct disciplinary and grievance hearings), employment law updates).	When new legal topics arise or an increase in staff mean in-house training is required, knowing who you can trust to deliver such training	Knowledge that expert solicitors are providing legal training and practical tips. These being offered at the reduced rates subject to which membership package has been taken
On-site support	Not having the time to attend to matters, or needing someone impartial to step in, or needing to discuss complicated matters	Having reassurance to know the correct procedures are being followed and having an expert on hand.
Project work – on hand assistance with TUPE transfers and reorganisations or implementing new policies or restructures	Not having the time to attend to the project or needing assistance with it being out of your comfort zone	Having specialist and expert legal knowledge and assistance to help walk you through the project

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Who we are

Swan Craig Solicitors was founded by Kirsty Swan. We are an employment and commercial solicitors' firm (as employment law specialists). Although based in Bristol, we advise clients across the UK representing small to large businesses in the private sector.

We offer a personalised service so that your legal matter is handled from start to finish with continuity, including meetings out of hours where required and subject to your location, we can come to you.

When looking to find a solicitor, you want someone to provide practical and understandable advice, and it goes without saying someone who knows their specialism; that is Swan Craig.

*All prices subject to VAT. Benefits under the monthly retainers are pro rated. These memberships are subject to our full terms and conditions.

Where the monthly retainer is taken, these services are included provided a six month minimum renewal is taken.

Contact Us

Swan Craig Solicitors
St Brandon's House
29 Great George Street
Bristol BS1 5QT

Phone: 01179200128

Email: legal@swancraig.co.uk

Web: www.swancraig.co.uk

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