

# Legal support services

For further information about **legal services** or any other product included within this booklet call BHSF today on **0121 629 1266** or visit **www.bhsf.co.uk**

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# Legal support services

*The complete employment law service for your business*



# Employment Law and HR support service

Employees can be your biggest asset, but also your biggest risk. Even the most successful businesses can experience employment issues, and with employment law rapidly evolving, it's important to have guidance and support in place. The potential consequences of getting it wrong far outweigh the cost of investing in support.

With this in mind, BHSF has partnered with leading national law firm Irwin Mitchell to provide you with a fixed fee employment law service. The IMhrplus service is designed to protect and support organisations of all sizes and across all sectors, ensuring they avoid incurring unnecessary legal fees.

With Irwin Mitchell's IMhrplus service, for a fixed monthly fee, you can speak to your own dedicated employment law solicitor whenever you need to, avoiding call centres and lengthy contracts.

## BHSF's approach

Whatever the size of your organisation, BHSF, in partnership with Irwin Mitchell, can provide a comprehensive, cost-effective service. Dedicated Irwin Mitchell solicitors are on hand to guide and support your business, with pragmatic advice on a wide range of issues. By working closely with your business, the service helps you to deal quickly and effectively with any issues, and reach your goals without disruptive legal set-backs.



## Supporting your organisation - how it works...



**1. Quote**

To obtain a quote for the fixed fee employment law and HR support service, simply tell BHSF how many employees you have.



**2. Implementation**

Sign a simple agreement with BHSF and your cover can be set up quickly and easily.



**3. Getting started**

You will be given access to a named, dedicated employment law solicitor. You are entitled to utilise the service as often as you wish.

## What if you face a claim?

Should an Employment Tribunal claim be brought against your business, a member of the IMhrplus legal services team will support you and defend the claim. All associated costs will be met by an insurance policy (at an additional cost).

## The service includes...

- **Direct and unlimited access** to your dedicated employment law solicitor, providing consistent advice with no call centres and no queuing. This support can be delivered via telephone, email or face-to-face meetings.
- **Access to a dedicated website** which contains useful information and precedents, and an 'Employment Law Manual' which is a user-friendly guide to all aspects of dealing with employment law.
- **A written compliance audit of your existing contracts and policies** with support to implement improvements and changes.
- Invitations to **training programmes** for you and your team. Bespoke workshops, to be presented 'in-house', can also be offered if this is of interest.
- Monthly email bulletins comprising relevant **legal updates**.
- Optional **Employment Tribunal insurance**, covering your defence legal costs, award of compensation (should you lose a claim), as well as an agreed settlement.
- Access to a **health and safety helpline** and dedicated website.

## How can BHSF's legal services solution support your business?

BHSF's legal services solution provides an all-encompassing employment law and HR support service for your business. All clients receive the same high-quality service at an affordable price. Delivered by a team of experienced specialist employment lawyers, and supported by an extensive online document and knowledge resource, the service allows your business to access the advice and tools it needs to comply with the UK's employment law and HR best practice requirements.

The service will complement your existing HR team, and if you are a smaller business, it can be used as your outsourced HR function.

The service is offered on a fixed-fee basis, and contracts are renewable annually. BHSF is happy to agree longer length contracts if this suits your business.

### Benefits:

- Ensures there are no surprises or unexpected small print through upfront and transparent fees
- Offers you budgetary certainty through paying a fixed annual retainer (payable monthly)
- Enables you to benefit from the expertise and strategic input that is only available from specialist employment lawyers
- Gives you direct access to your specialist adviser - you are not contacting a call centre and will deal with the same person
- Helps you to anticipate potential issues and deal with them before they become problems and business risks

This insurance policy is like no other in the market. There is no prospect of success test, ensuring you can 'fight' a claim if you wish to, without being told what to do by an insurance company. There is also no cap on the number of claims and no excess payable to the insurer.



### IMhrplus Privileges

As part of the IMhrplus service, your employees have access to IMhrplus Privileges, a customised online discounts site, offering discounts and special offers on hundreds of well-known brands.

With ten categories of offers, from the weekly shop to summer holidays, IMhrplus clients can help their employees' pay packets go further.



*Every leader is aware that employing the best people you can find in all parts of your organisation leads to success, and whilst you may have exceptional people in your HR team, additional support, in my opinion, is not optional but invaluable. It ensures that you and your team get the latest up-to-date and relevant advice.*

*The team have a constructive approach and take time to understand your business and how they can help you to achieve your objectives. Simply put, the legal team understand our business and work with us to pursue our HR strategies. They proactively help us to minimise risk and ensure our employees are looked after, and they always do this in a timely and personable manner.*

Managing Director, Business Services



## Additional services for your employees

Access to legal support services often stretches beyond the needs of the employer alone. Many employees perceive legal advice to be 'out of reach' and so they go without, leaving them vulnerable and at risk. In partnership with Irwin Mitchell, BHSF offers your staff the option to purchase personal legal services, including:



### Will writing

The will writing service can save your staff and their families time, money and anguish by allowing them to ensure their assets are distributed correctly in the event of their death. The specialist team work with your employees to:

- Provide a written record of your employees' wishes
- Appoint a guardian to care for their children if they were orphaned
- Give particular items or keepsakes of sentimental value to named people
- Donate money to charity
- Mitigate the effect of inheritance tax or future care fees
- Inform loved ones of preferred funeral arrangements

Each customer's needs and wishes are established via the completion of a simple online form, obtained by calling or emailing a dedicated customer service team. This is a quick and easy process.



### Lasting Power of Attorney (LPA)

Irwin Mitchell also offers your staff access to a Lasting Power of Attorney service, designed to be used in conjunction with will planning. This service produces a legal document allowing employees to state what should happen to their finances and agree who can make decisions for them if they become unable to decide for themselves.



## Why choose BHSF?

Established in 1873, BHSF is a forward-thinking provider of health insurance and employee benefit solutions. As a not-for-profit organisation, BHSF has no one to serve but its customers and is therefore able to plough value back into its products. Responsible and dedicated, BHSF has a strong CSR ethos and is committed to providing excellent customer service. BHSF is accredited by IIP and ISO 9001:2008.

BHSF continually strives to better its offering, and through a wealth of experience and constant innovation, can offer clients the latest products and tailor-made solutions.

Working with over 3,000 corporate clients nationwide and with over 400,000 people insured through 230,000 policies, BHSF prides itself on providing affordable products and services that help both individuals and companies manage their health and wellbeing needs.

### Our Vision:

To excel as a provider of healthcare insurance, HR support, occupational health services, and employee benefits.

### Our Mission as a not-for-profit business:

- To maximise customer satisfaction, value and quality
- To encourage every team member to realise their full potential
- To achieve excellence in operations and business development
- To secure competitive advantage by innovation

### Our Values:

- We provide excellent value, consistent with prudence, and serve customers to an outstanding level
- We treat others properly in accordance with our Code of Business Ethics
- We recognise our obligations to all our stakeholders and we share our success through community action and support

By choosing BHSF, you will be choosing a long-term benefits provider who will work with you every step of the way to achieve what ultimately contributes to the ongoing success of your organisation.



## How else can BHSF help you?

### Benefits Booklets

BHSF's Benefits Booklets contain a range of BHSF products, additional schemes and benefit packages. Benefits Booklets can be produced with a branded cover or be totally bespoke, depending on your requirements.

### Group Life Assurance

A community-rated approach to death in service benefit providing a no-fuss administration process and real value for money for the employer.

### Flexsme

Flexsme is BHSF's low-cost online employee benefits system designed within a secure framework to serve the needs of the HR department, payroll department and most of all the employees themselves.

### Salary sacrifice

BHSF is able to help with setting up salary sacrifice schemes such as childcare vouchers, cycle-to-work programmes and other initiatives.

### Employee Assistance Programme

Employee Assistance Programmes (EAPs) provide an early source of practical and emotional support for employees facing issues in their home or work life, assisting employers with their duty of care.

### Health cash plans

The health cash plan enables employees to receive cash payments towards everyday healthcare costs, from 'off-the-shelf' voluntary or employer-funded cash plans to tailored corporate cash plans that reflect your company's needs.

### Occupational health services

BHSF Occupational Health provides contract and stand-alone occupational health services. Through instant access to its occupational health telephone helpline, BHSF Occupational Health can support HR and line-managers, giving them instant advice and access to a range of 'menu' services.

### Health screening

BHSF can supply a range of on-site health screening options, which give an in-depth analysis of employee health and wellbeing. BHSF can support on-site programmes for any size organisation.

### Network Benefits

Network Benefits is an online service offering retail discounts, entertainment offers, family days out and much more. In these days where giving extra salary can prove difficult, helping the employee's pay packet go further is the next best thing.

### Insurance services

BHSF also offers Plan4Life Cancer Cover, Care4 life insurance, travel insurance, personal accident insurance and pet insurance. For further information about any of these services please call BHSF today.