

Human Resource & Employment Law Services

Tel: 01257 367756 Mob: 07845803950

Helpline

Telephone support is available for any queries relating to HR or Employment Law related issues. Our helpline is open between 9am and 17:30 with our average response time being between 1 and 3 hours.

Subjects discussed may include:

- Employment Law or Statutory Requirements.
- Contractual Issues.
- Recruitment.
- Sickness.
- Maternity or Paternity Rights.
- Performance Management.
- Disciplinary Issues.
- Development, Policy or Procedure Clarification.

More serious employment law issues which may result in attendance at an employment tribunal are available – but will be quoted separately from any retained arrangement.

Annual Retained Service

Our retained service is usually a 12-month commitment, the key areas of which we will decide with you before you enter into the agreement and therefore tailor to your needs. If you feel you would like to adjust the services offered than we can develop the agreement as our business relationship develops, this ensures our approach suits your business.

Adhoc



Employment Law and Other Legal Services

Keeffe and Associates Ltd have highly trained consultants who are able to give legal advice guidance on:

- Pensions.
- Employment Tribunal Claims and Pre-conciliation.
- Commercial Contracts.
- Tendering Activities.
- Settlement Agreements.

Services are adhoc and quoted separately from the retained service.

We will be open and transparent about the project we complete for and with you. Keeping costs to a minimum whilst ensuring you receive a high quality service is at the forefront of everything we do.