

# Aspect

HR & Employment Law  
for **Businesses.**



RUBRIC  
LAW

**We focus on  
employment law  
so that you can  
concentrate on what  
you do best. Simple.**

# Aspect

## Contents

- 03 Transforming workforce management
- 04 Working for you
- 05 Why choose Aspect?
- 06 Our packages
- 07 Our recommendation
- 08 Additional services
- 09 The next step



# Transforming workforce management

Your people are the key to your business's success, but employing people can lead to many challenges. Although operational human resource management will tackle these challenges, employing a HR manager is an expensive overhead.

## **More than HR consultancy**

With Aspect, we reduce cost while bringing more to your business by underpinning HR with legal advice from our expert employment solicitors.

We deliver legally compliant, practical HR solutions, while helping you and your team develop your understanding of underlying legal regulations.

## **Better protection, swifter solutions**

As we are solicitors, our advice is protected by legal privilege which means you can be honest with us about your business's needs without having to disclose that information to a tribunal.

A straightforward conversation is all it takes for us to swiftly identify and address your problems.

## **Optimised visibility and control**

HR practices gain a cutting edge with Aspect's online HR management platform which includes:

- A library to store contracts and other critical documentation.
- A document management system to track dates of issuing documents to staff including when they are opened.
- A GDPR management system to keep you fully compliant when handling data relating to staff.
- HR files and employee self-service portal – whether in work or operating remotely via their personal device, staff have 24/7 access to their documents and can request holidays or amendments to their data, saving you time.



## Working for you

As your business grows and develops, Aspect is there to support and guide you on all employment law and HR issues.

Our solicitors work to keep you compliant and away from the employment tribunal. Your business receives cost-effective, continued support with all your HR and employment law needs.

We can advise you on the strict legally compliant way to handle an employee issue but if you want to take a different approach we can help minimise the risk. We recognise that the commercial approach is sometimes the best for a business.

For us, client satisfaction is paramount. We want you to be happy with our service and choose us for the quality, care and convenience we provide. As such, we do not tie clients into long term contracts.

### **Our expertise**

There is a multitude of regulation to observe within the rapidly changing world of employment law. With us on your team, you can relax and get on with doing what you do best – running your business.

All our advisors are qualified solicitors who specialise in employment law and HR. Our head of employment is also CIPD qualified, giving you both legal and HR expertise to navigate the regulation and people issues.

### **Your team**

When you engage our services, our knowledge and approach mean we will become a valued part of your team.

Legal expertise, strategic HR management and commercial acumen combine to give you achievable, not just aspirational advice.

Having a dedicated point of contact throughout your retainer period will allow us to get to know you and your business, so you receive a personalised service and the support you need.

# Why choose Aspect?

## **Competence**

We are trained to the highest professional standards in HR and law and have many years of experience working with businesses.

## **Confidentiality**

Our advice is covered by legal professional privilege. Only solicitors have this kind of privilege meaning the advice we provide cannot be disclosed to courts or tribunals.

## **Confidence**

We are accountable to the Solicitors Regulation Authority and if there is a problem with our work the Legal Ombudsman can help to resolve it.

## **Commercial awareness**

Our extensive experience and business acumen mean we appreciate there can be more than one way of dealing with a situation.

## **Compliance**

We help your business meet all legal obligations on the employment legislation landscape.

## **Cost-friendly**

Our service offers real value for money. Fixed prices are spread over affordable monthly payment plans. All our legal fees and any compensation in a tribunal claim are included when you take the insurance plan.

## **Continuity**

Our dedicated team will get to know you personally. You won't be passed around different call handlers.

## **Choice**

Our retainers are for 12 months with the option to cancel at any time if you aren't satisfied. Alternatively, we can apply an hourly rate to address individual matters.

# Our packages

Package	Sense	Support	Seamless
<b>Fee per month starting from:</b>	£100	£250	£350
<b>Online Aspect HRM Platform including:</b> HR files, GDPR, employee self-service (e.g. request holiday, view contracts), document management system, document library	✓	✓	✓
<b>Access to enhanced services on Aspect HR Platform including:</b> Attendance management, payroll, pensions, toolkits, electronic signatures*  <small>*Additional fee per employee per service</small>	✓	✓	✓
<b>Interactive webinars</b> <small>two per annum</small>	✓	✓	✓
<b>Quarterly newsletter</b>	✓	✓	✓
<b>HR audit and report</b>		✓	✓
<b>Template contract &amp; staff handbook</b>		✓	✓
<b>Unlimited legal advice &amp; support including:</b> Telephone advice Follow up written advice Document checking Document drafting		✓ ✓ ✓	✓ ✓ ✓ ✓
<b>Insurance:</b> To cover legal fees and compensation (up to £250,000) in Employment Tribunals and for breaches of Data Protection Act 2018			✓
<b>Settlement agreements</b> <small>maximum two per annum</small>			✓
<b>25% discount on our employment law and HR advice</b>	✓		

Aspect packages are subject to our standard terms and conditions

# Our recommendation

## **Sense**

For businesses with a restricted budget which may want some technology to support its HR function and the peace of mind to know we are here if needed.

## **Support**

For start-up businesses about to take on employees, businesses with little or no HR provision which need more detailed advice and support or businesses wishing to be compliant with HR and employment legislation.

## **Seamless**

For businesses which require a complete in-house service and the peace of mind of legal expenses insurance. Should an employment tribunal claim occur despite our best efforts, the insurance policy provides cover for legal costs, as well as most awards and settlements of up to £250,000 per claim.

# Additional services

## **Strategic HR**

Do you want to build a high-performance team? Do you spend a lot of time and money on recruiting, only for new starters to leave after their appointment? Are you bogged down in employee relations issues?

We can help to lead and manage strategic HR projects such as resourcing, improving performance, and staff engagement exercises.

## **Hands on HR**

Managing a disciplinary or grievance process requires three different personnel: one to investigate and report, a second independent person to hear the initial meeting, and a third, preferably more senior person to hear any appeal. The process can be difficult to manage for small-to-medium-sized businesses.

We can significantly lift the burden by carrying out the investigation and making the first decision.

## **Training**

Line managers often lack the skills required for many employee management tasks, increasing the risk of mistakes and litigation.

Our training courses are specifically designed for managers who need to up-skill in this area. Our Manager's Toolkits focus on five key issues: discipline, grievance, performance, sickness, and equality & diversity.

All sessions include practical case studies, allowing your managers to practise tasks in a safe environment.

## **Health and safety**

Does your business need to review its health and safety practices or policies? We can help. Please call us to discuss your needs.

## The next step

If you have any queries, or to arrange a no-obligation, tailored quote, contact our team on:

**T: 01454 800008 or**

**E: [aspect@msrubric.co.uk](mailto:aspect@msrubric.co.uk)**

If you don't see a package that suits your needs, get in touch to find out how we can help.

We would be more than happy to explore different ways of supporting you.

Visit our website **[www.msr-aspect.co.uk](http://www.msr-aspect.co.uk)**

# Aspect

## Rubric Law

The Cowshed, Manor Farm,  
Aust, Bristol BS35 4AT

[www.msr-aspect.co.uk](http://www.msr-aspect.co.uk)



**RUBRIC**  
LAW