



**A range of HR Services  
dedicated to veterinary practices**

HR4Vets is delivered by Eagle HR, in association with Harrison Clark Rickerbys Solicitors. We have designed these offers to address the day-to-day employment law and HR support needs of veterinary practices.

### Package 1 – Start Up & Small Business Service

In our experience, businesses often need a retained HR service during start-up in order to ensure that they have watertight contracts of employment, up to date staff handbooks, in-depth induction programmes and rigorous recruitment procedures from the outset.

As businesses grow, it is useful to have the safety net of a retained HR service to deal with employee issues as they crop up, rather than an internal HR resource. We offer the Start Up & Small Business Service to practices with up to 10 employees.

This includes a **free phone HR helpline service\***, available during business hours:

- Provision of a standard employment contract (we can bespoke this to mirror your desired practice culture and needs)
- Provision of a staff handbook covering the main statutory policies which all employers should provide to all employees
- Access to HR advice and support in relation to all day to day HR issues from experienced HR practitioners who know you and your business

In addition, you will have access to specialist employment law advice and on-site HR consultant support at a discounted rate. This might include activities such as:

- Induction – design and on-site support and delivery
- Training designed to build and develop effective practice teams
- Right to Work Checks

**Cost:** £35 + VAT per month based on a minimum 12 month contract

**Disbursements:** All travel expenses will be charged at 45p per mile. For the avoidance of doubt we do not charge for travel time.

### Benefits to subscribing:

- Freeing up management time
- Reducing distractions from your day job
- Reducing likelihood of claims
- Cost certainty with fixed monthly fee

\*Maximum limits apply



## Package 2 – HR Retainer Service

We will provide a dedicated, free phone HR Helpline service, available during business hours which includes:

- A review of your employment contract, staff handbook and associated templates on an annual basis
- Access to HR advice and support in relation to all day to day HR issues from experienced HR practitioners who know you and your business personally including:
  - Recruitment and induction of staff
  - Issues relating to your staff terms and conditions of employment
  - Managing absence, whatever the reason – sickness, parental leave, annual leave, maternity, paternity and adoption leave
  - Managing performance and capability
  - Dealing with misconduct and disciplinary issues
  - Dealing with grievances
  - Redundancy
  - Managing conflict in the workplace
  - Termination of employment, including liaison with ACAS if necessary

In addition, you will have access to specialist employment law advice and on-site HR Consultant support as required at our standard hourly rate.

**Cost:** £260\* + VAT for 2 hours advice

**Disbursements:** All travel expenses will be charged at 45p per mile. For the avoidance of doubt we do not charge for travel time.

\*Additional hours can be purchased depending on requirements.

### Package 3 – Pay-as-you-go Service

We can provide you with a full range of HR and employment law advice, guidance and support based on an hourly or day rate basis including:

- Issues relating to your staff terms and conditions of employment including implementation of revised terms as required
- Managing absence, whatever the reason – sickness, parental leave, annual leave, maternity, paternity and adoption leave
- Managing performance and capability
- Dealing with misconduct and discipline, including investigations
- Dealing with grievances, including investigations
- Redundancy
- Managing conflict in the workplace
- Representation at Employment Tribunals

#### **Cost:**

Senior HR Consultant  
£155 + VAT per hour /  
£950 + VAT per day

HR Consultant  
£135 + VAT per hour /  
£800 + VAT per day

**Disbursements:** All travel expenses will be charged at 45p per mile. For the avoidance of doubt we do not charge for travel time.



A portrait of Elaine Fisher, a woman with short blonde hair and glasses, wearing a dark blue blazer over a white top. She is smiling and looking slightly to the right. In the background, there is a bookshelf filled with books and a potted plant.

**Elaine Fisher**

Director and Senior HR Consultant  
Eagle HR

# YOUR TEAM

**Call us on 0808 101 4150**

A portrait of Stephenie Malone, a woman with long blonde hair, wearing a grey and black patterned jacket. She is smiling and looking slightly to the right. In the background, there is a large potted plant with dark red leaves and a window with blue blinds.

**Stephenie Malone**

Senior Associate Solicitor  
Health and Social Care



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**[www.hr4vets.co.uk](http://www.hr4vets.co.uk)**