



**In House**  
with you

## Services for In-House Lawyers

Working with your Legal Teams

**hcrlaw**

# THE LAW FIRM WITH A PASSION FOR PEOPLE

## Here to support your in-house legal team



We work with In-House Lawyers, Heads of Legal and General Counsel to help you navigate the pressures and challenges you face when running busy in-house legal departments.

We understand and appreciate the variety of demands placed on you by your organisation and that the role of an in-house lawyer can often be a lonely one.

Our dedicated **In-House With You** team is here to offer tailored support specific to the needs of in-house practitioners. We offer an extensive range of services designed to make your life easier. Our objective is to listen to you, understand your organisation and specific concerns, and provide the dedicated support you need.



**Elizabeth Beatty**  
Partner and Joint Head of  
In-House Lawyer Services





**Gurinder Hayer**  
Joint Head of In-House  
Lawyer Services and  
Head of HCR Flex

## Expert lawyers are just a phone call away

Whatever the issue, our In-House With You team are here when you need them most. Regardless of the business you work for, your specialisms or the issues you're facing, we'll provide the right advice every time.

So, whether you're an In-House Lawyer, General Counsel, Head of Legal, or just finding your feet in the in-house world, pick up the phone and ask us – we'll provide the advice you need when you don't have the answer.

Best of all, the clock isn't ticking.

**"HCR Flex has helped to support the Poundland in-house legal team with unexpected increases in workload by providing expert legal advice at short notice. Gurinder has been a constant support for the team and the business generally."**

Hardeep Atwal, General Counsel, Poundland

## Our experience in-house

Our team have worked in-house across a variety of businesses, as well as working alongside in-house lawyers throughout their careers.

Currently, a number of our lawyers are working in-house on secondment at well-known brands, through our **HCR Flex** model. That's why we're able to provide practical advice – quite simply, we get where you're coming from. Our team are uniquely placed to give efficient, no-nonsense advice while identifying with your situation.



We understand that legal budgets are limited and must be carefully managed. We offer the expertise of city-trained lawyers without the price tag. We will provide certainty on the costs you will incur and, where appropriate, offer a flexible approach to costs and fixed fees so that we fit within your budget.

## Cost-effective, flexible rates





## In-House Lawyer and General Counsel secondments

The need for legal outsourcing has grown exponentially in recent years. Our team at HCR Law understand the challenges that legal departments face when determining how best to resource significant volumes of legal work. That's why we created **HCR Flex** – a general counsel and in-house lawyer secondment service, which provides instant access to a team of dedicated commercial lawyers, who can work with you remotely or at your offices. Designed for businesses that need regular access to legal services, while allowing you to control your costs, HCR Flex is here to supplement or complement your in-house counsel. It gives you flexible access to commercial legal expertise, exactly when you need it most.

“Our clients view us as an extension of their team, by their side, providing the commercial and often technical advice they need to move forward.”

Robert Capper,  
Partner and Head of Commercial

## By your side when you need us

Our clients view us as an extension of their team, by their side providing the commercial, and often technical, advice they need to move forward. Many well-known brands have seen the value of the HCR Flex model, benefitting from the experience of our specialist Commercial lawyers alongside their existing team.

HCR Flex gives clients the flexibility to choose the support that best suits their needs. All packages are adaptable, allowing you to increase or decrease the level of involvement as your business requirements change.

The HCR Flex options have been designed in response to the way clients use us, and include:

- **A retained service** – providing the ad-hoc advice you need, whenever you need it, for a fixed cost at a discounted rate. This is ideal for those requiring less than seven hours of advice each month and who want the flexibility to pick up the phone and ask questions without worrying about the clock starting as soon as they do.
- **Onsite secondment** – onsite support from a dedicated expert lawyer working directly with your team for one or more days each month, including ‘on-the-job’ training, all at discounted rates and provided by professionals who understand your business.
- **Virtual secondment** – Similar to the above, but our service is provided remotely, meaning it's not affected by travel or other restrictions, and there are no travel expenses. Virtual secondments offer you on-demand access to a roster of lawyers.
- **Mixed secondment** – a secondment with multiple solicitors who can alternate as needed, offering you ‘in-house counsel’ resources across various legal specialisms at a fraction of the traditional cost. You'll have a single point of contact while gaining access to the specific expertise required from our Commercial team of solicitors.
- **Interim secondment** – Onsite or virtual legal advice during times when your regular resource is unavailable or insufficient, whether due to holidays, parental leave, illness, resignations, or special projects that require more capacity than your in-house team can provide.



# Services and advice for in-house lawyers

Commercial lawyers wear many hats at once – from trusted adviser and knowledgeable source of information to the person with the answers. If you're working in-house alone or as part of a small team, you might appreciate a friendly ear at the other end of the phone to answer any questions you may have. Whether you need an in-depth conversation about clauses or just a sounding board before a meeting on supply chain issues, we're here to help, whenever you need us.

## Commercial contracts

Our team will ensure your assets are protected, and your liabilities are limited through comprehensive, watertight contracts that are unique to your business. Our talented commercial lawyers undertake a wide range of commercial contracts for both UK and international businesses across a variety of sectors.

## Audits

We carry out audits across various sectors in your organisation, ranging from data protection and company administration to intellectual property.

## Data protection

We offer a data protection audit service made up of a number of modules, which can be taken individually or as part of a package. These modules include:

- **General compliance:** a review of data protection governance procedures, policies and processes for managing personal data.
- **Data security:** a review of technical and organisational measures in place to secure personal data, and data security breach notification policies and procedures, to ensure they meet statutory and regulatory compliance requirements.
- **Data subject access request:** a review of processes for dealing with and responding to access requests made by data subjects for personal data, as well as by third parties.

## Intellectual property

To ensure that intellectual property (IP) owned by your company is delivering optimum value to your business, periodic audits and pro-active intellectual property policies are required.

As part of our fixed-fee audit, we will fully review all company IP held within your business including trade marks, design rights, patents, confidential information, copyright and other unregistered intellectual property. We will then produce a strategic report on how to best ensure your IP rights are fully protected, both now and in the future.

## Dispute resolution

When a dispute happens, it's important to act quickly, know what's at stake and what is required to get it resolved. Our team of expert dispute resolution lawyers will ensure you understand the issues you face, the risks involved, and help you decide the best strategy to move forward. If we can, we'll keep it out of court, but if it comes to it, we'll fight on your behalf to achieve the best possible outcome.

## Compliance and regulatory services

If you are bound by regulatory laws or need a licence to operate, we're here to help you with every aspect of compliance. We're by your side if you need to manage a breach or defend your business against enforcement agencies.

## Trade mark portfolio management

Through our established global network of IP lawyers, we provide extensive brand protection services including:

- Trade mark, design and copyright protection and advice
- Trade mark portfolio management and maintenance
- Trade mark watching services
- Trade mark searching
- Trade mark licensing advice and support
- Customs notices
- United Kingdom Intellectual Property Office Trade Mark Registry proceedings
- Corporate, banking and merger and acquisition-related specialist services.





## Employment issues and HR policies

Our employment experts can assist you with tailored HR policies and employment contracts. We'll also assist with structuring, executive appointments and severance arrangements, along with absence management, discrimination, grievances and disciplinaries. We'll be on the end of the phone when you need reorganisation and TUPE transfers advice as well as strategies to develop and implement tailored pay and reward strategies.

## International services

In an increasingly connected world, operating globally is key for many organisations. From commercial agreements to navigating complicated employment and immigration law, we handle a range of international issues for businesses. From real estate to restructuring and insolvency, to employment and staff migration, IP to dispute resolution, our expertise is cross-border.

In addition to our UK offices, including an International HQ in London, we have specialist expertise and collaborative relationships in Australia, Europe, India, the Middle East and North America. Our team includes lawyers qualified to practice in multiple countries, including Australia, the US, Canada and India.

## Fixed-fee contract reviews

We can provide a fixed-fee service for routine contracts such as non-disclosure agreements and terms and conditions for the supply of goods.

## Bespoke onsite legal training

If you need tailored training, we can provide bespoke sessions for in-house legal and operational personnel on issues that affect your business – from data protection, regulatory and debt recovery to compliance.

## Company secretarial services

We offer company secretarial duties to ensure that your company complies with its statutory obligations including:

- Provision of a registered office
- Creation and maintenance of legally-required statutory registers, including “person of significant control” registers
- Reviewing statutory books and documentation to ensure a company's registers and filings are up to date
- Filing of annual return forms at Companies House and preparation of board minutes and resolutions.

## Key Contacts:



### Elizabeth Beatty

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AND PARTNERS