

bira | legal

Expert unlimited legal advice and support included as part of your membership*

As a bira member you receive **quality legal care** for your business and **peace of mind** for you.

£1300
typical member saving*

in partnership with:

ew elliswhittam
Employment Law / HR / Health & Safety



* bira legal one2one subject to additional costs

We'll guide you practically through compliance, **protecting you and your business.**

Why use bira legal?

bira legal is a telephone and email advice and insurance service on all matters relating to Employment Law & HR and Health & Safety and Tax & VAT. You'll receive professional, practical advice and guidance **specific to your business** by telephone, email and online from a friendly, dedicated team of legal advisers and experienced consultants giving you peace of mind for you and your business.

By following the bira legal advice from the outset, you will be eligible for free indemnity cover and the bira legal team can help to create a positive business environment, and protect your profit and reputation.

Key benefits to you:

- ✓ A free legal advice service with unlimited use available to all bira members.
- ✓ Proactively minimises the risk of employment disputes and claims, by providing you with hands on support to guide you through legislation and best practice.
- ✓ Representation and awards cover for potential employment claims up to £50,000.
- ✓ Enables you to understand your legal obligations and how to comply with current Health & Safety regulations.
- ✓ Your free bira indemnity cover protects against the risk of Health & Safety prosecutions.
- ✓ With Tax and VAT issues there is representation and support in the event of HMRC investigations.

Important information



Remember always call before acting.

Your bira membership number is your key to accessing bira legal by phone, on one of the dedicated numbers on this leaflet, by emailing us on bira@elliswhittam.com, or visit us at www.biralegal.co.uk

bira legal is
free and
here for you.

bira legal

Commercial and General advisory service

Free to bira members

When do I call the in-house team for General enquiries?

It takes effort, dedication and commitment to run a successful retail business. Keeping up-to-date with all the legislation and practices that affect your business is time consuming and can be costly.

The bira legal in-house team is on hand to assist you with all general matters. If there's any legislation you're not sure about, no matter how trivial it may seem, the bira legal in-house team can help. With free access to expert knowledge and practical advice you can ensure your business is compliant, and you can spend more of your valuable time on running the business.

The in-house team provides free advice on all manner of legislative issues more specific to retailing. They can also assist with every day business enquiries, and if they can't help on the spot, they'll do the searching for you and get back to you, saving you valuable time and giving you comfort in the knowledge that expert help is at hand.

Key benefits to you:

- ✓ Advice and guidance from one of our legal advisers always available at the end of the phone.
- ✓ Free business factsheets.
- ✓ No win, no fee rates appeal service.
- ✓ Friendly, practical, easy to understand and commercially focused advice.

Login and download free factsheets at biralegal.co.uk

Additional services from the in-house team:

bira rating appeal service - Business rates can be a significant burden of cost for independent retail businesses. Via the in-house bira legal team, you can access a no win, no fee rating appeal service.

Product sourcing - We can help source products and suppliers for customer requests, as well as give a wealth of industry-specific advice.

bira legal advice and services also complement other bira insurance products by providing complete peace of mind in the knowledge that you're legally compliant and protected in all aspects of your business.

bira legal in-house team for general enquiries  **0121 446 6688**

Open 9am - 5pm Monday to Friday
(excluding Public Holidays in England and Wales)

bira legal

Employment Law & HR and Health & Safety

Free to bira members

When do I use the Employment Law & HR and Health & Safety advisory service?

As an independent retailer, a significant amount of your time and effort is spent getting to grips with compliance surrounding Employment Law & HR issues and Health & Safety protocol.

The bira legal team help alleviate the pressure of Employment Law & HR and Health & Safety legislation on you.

Key benefits to you:

- ✓ Proactively minimise the risk of employment disputes and claims, by advising you on the latest legislation and best practice for your business.
- ✓ Assistance with all current Health & Safety regulations, reducing the risk of incidents and prosecutions and contributing to enhancing the health, safety and wellbeing of everyone connected with your business.
- ✓ Creates a positive workplace to attract and retain happy and well-motivated staff.
- ✓ £50,000 indemnity per claim relating to employment disputes, including representation in the event of a tribunal, data protection and Health & Safety prosecutions.

In the event of an issue, you'll receive practical, commercially focused advice that keeps you on the right side of the law whilst achieving the best possible outcome for your business.

The advice you receive is not only free of charge but you could also benefit from the indemnity insurance provided which covers employment disputes, including representation in the event of a Employment tribunal and Health & Safety prosecutions for up to £50,000 per claim for free. To qualify for Employment Law protection, you must follow the bira legal team's advice at all stages.

Insurance is provided subject to policy terms. You can download a copy of the bira legal Expenses Insurance Policy at www.bira.co.uk/memberservices

Employment Law & HR and Health & Safety  **0845 450 0937**

Open 8am - 6pm Monday to Friday
(excluding Public Holidays in England and Wales)

bira legal

Tax and VAT

Free to bira
members

When do I use Tax and VAT advisory service?

The bira legal tax advice team gives you free, unlimited access to consultants covering a range of disciplines and areas of UK taxation. It's like having your very own in-house legal department at the end of the telephone.

This service is designed to deal with specific queries as quickly and efficiently as possible and can help you save money.

There's no limit to the number of calls that a bira member can make to the service. Indeed, in complicated ongoing matters callers may find it appropriate to call at regular intervals. To ensure consistency and continuity members are encouraged to speak with the same legal consultant wherever possible.

bira legal advice and guidance on law and best practice covers all of the UK: England, Scotland, Wales and Northern Ireland.

HMRC investigations can be disruptive and costly putting a real strain on the business. bira legal also provides representation and support during an HMRC investigation, an invaluable resource which is provided free of charge.

The service has the ISO 9001:2008 quality accreditation and holds Investor In People status.

Key benefits to you:

- ✓ Free legal advice as and when you need it.
- ✓ Unlimited access to tax consultants covering all disciplines and specialities of UK taxation.
- ✓ £50,000 legal fees for claims relating to Tax and VAT investigations.

Important information:

If your claim has reasonable prospects of success, the representation would be carried out by specialists from the appointed advisers / consultants under the scheme and not your own accountants. The degree to which your own accountants would be involved would be determined by the advisers / consultants. If you instruct your own accountants to act without the authority of the advisers / consultants then any fees from the accountant would not be covered.

Tax and VAT  **0845 450 0952**

Open 8am -6pm Monday to Friday
(excluding Public Holidays in England and Wales)

bira legal **one2one**

Upgrade to tailored legal services for your business

Upgrade for
extra
support

When do I choose to upgrade to bira legal one2one?

bira legal one2one builds upon the standard free bira legal service with more proactive, hands-on support. With one2one you receive an enhanced level of personal service with your Employment Law & HR best practice and Health & Safety legislation compliance.

To help determine if you would benefit from upgrading to the bira legal one2one service, the Ellis Whittam team will conduct a free, no obligation Compliance Consultation at your premises. From this, they'll help you determine how much work and documentation you have to complete to be legally compliant and fully protected.

With the one2one service, you'll enter into a separate arrangement with Ellis Whittam for unlimited support for a fixed fee at an exclusive bira member preferential rate. You receive a nominated, named adviser to guide you personally through your Employment Law & HR and Health & Safety compliance at all times. They'll also take care of all your related paperwork and drafting of documents and policies as well as an on-site Health & Safety risk assessment, leaving you to focus on building your business.

Key benefits to you:

- ✓ Unlimited enhanced support for a fixed fee, with preferential rates for bira members.
- ✓ Your own named Health & Safety Consultant and Employment Law & HR Adviser.
- ✓ Unlimited email and 24/7 telephone support with no hidden charges.
- ✓ Risk assessments designed specifically for retailers.
- ✓ Hands on approach to Health & Safety with regular visits to your premises.
- ✓ Drafting of all Employment Law & HR and Health & Safety documentation including bespoke, retail specific handbooks, contracts, policies and correspondence.
- ✓ Acting as your legally required 'Competent Person' for Health & Safety.
- ✓ Reduced pressure, greater efficiency and confidence in decision making.
- ✓ Cost certainty and monthly payment options.
- ✓ Enhanced legal expenses insurance cover from the standard bira legal £50,000 to £150,000 per claim.

Upgrade to bira legal one2one  **01244 688 454**

Open 9am - 5.30pm Monday to Friday
(excluding Public Holidays in England and Wales)

This is an invaluable tool for independent retailers, the advice could not have been any better if I had gone to my solicitors, and the advice received from bira legal was free of charge as it is included in my membership package. A very good service!

Mark Welch, Decoron Wallpapers

bira legal were most helpful in what turned out to be a very protracted issue. They always kept in touch and sent regular updates. The case was settled to my satisfaction and I would have no hesitation in using the service again.

Guy Collingwood, C B Stores

How to benefit from this service

If you would like to take advantage of this service, call the relevant advisory service below with your bira membership number to hand:

bira legal in-house team for general enquiries  **0121 446 6688**

Employment Law & HR and Health & Safety  **0845 450 0937**

Commercial, Tax and VAT  **0845 450 0952**

Upgrade to bira legal one2one  **01244 688 454**



You can also access the **free member-only library** of factsheets and template documents to **download for free online**. Log-in with your **bira membership number** at: **www.biralegal.co.uk**

Alternatively, simply contact the bira legal in-house team who will point you in the right direction:

 **0121 446 6688**

**Lines open: Mon - Fri
9.00am - 5.00pm**

 **information@bira.co.uk**

 **www.bira.co.uk/memberservices**



elliswhittam

Employment Law / HR / Health & Safety

Few areas of the law change so frequently and bring so much uncertainty as those governing how you manage your people and their wellbeing. That's why so many employers turn to Ellis Whittam for support or to outsource services. bira members can call on us as often as you like. There is no clock watching, no charging by the hour and no small print.

Established in 2004 by leading solicitor Mark Ellis, now the company Chairman, we still operate according to the same principles of quality, value and a personalised service.

At the heart of what we offer is our Employment Law & HR and Health & Safety support services. Like traditional law firms and consultancies, we employ only highly qualified people. Nearly all of our Employment Law Advisers have qualified as solicitors and now specialise only in employment law. Likewise, our Health & Safety Consultants are all professionally qualified with experience across a wide range of sectors including retail.

We are not a call centre offering cautious advice. The bira legal team of advisers and consultants build lasting relationships with you by understanding your objectives and the way you like to operate. Together we will overcome the challenges you face.

We operate to the highest ethical and professional standards, having successfully achieved ISO 14001, OHSAS 18001 and Investors in People recognition. Our clients appreciate the swift efficiency with which we deal with their challenges and the sensitive way in which we handle difficult issues. This is why we are trusted by thousands of employers across the UK.

Ellis Whittam is registered with and regulated by the Financial Conduct Authority.

Ellis Whittam is the official strategic partner to the in-house bira legal team.

The service provided by bira legal's one2one service is invaluable. They take care of everything from employment contracts to general risk assessments, including all of our related paperwork and drafting of documents. It takes just one call! Having this level of expertise on hand gives us peace of mind and allows us to get on with the primary task of running our business. *Kal Koltecha, Scancom*