























EMPLOYMENT & HR SERVICES FOR PHARMACIES

FTA Law provides an annual subscription service to cover all of the issues that you will face as a Pharmacy Owner or Manager in managing and running your business, combined with the flexibility of manageable monthly instalments to suit you.

Contact us to find out more about how FTA Law can help you and your business.







T - 0330 088 2275 | E - sarah.buxton@fta-law.com | W - www.fta-law.com

FTA | LAW

SERVICE	GOLD £450 per month*	SILVER £300 per month*	BRONZE £200 per month*
Locum Agreements To ensure self employed status, don't get caught out paying back tax. Not just a precedent a bespoke contract for your pharmacy.			
Bespoke Employment Contracts for all Staff from the Manager to the Cleaner. Just for not having written terms and conditions you can be fined by the Employment Tribunal – The law states you have to provide these within 2 months of an employee commencing employment.			
Fixed Term Contract To provide maternity cover, cover when someone is on long term sick leave or to have a trial period before offering a permanent position.			
Zero Hours Contract For a casual worker, when there is no guarantee that the employee will be offered any work.			
Staff Handbook Fully up to date includes a range of policies to ensure compliance with your NHS pharmacy contract.			
Employee Declaration Ensures that the employee has the appropriate work permits to work in the UK and prevent a fine/prosecution from UKBA.			
Changing terms and conditions There is a procedure to follow to provide new contracts to employees. If you fail to do so you could end up with a claim in the Employment Tribunal which could be costly, stressful and time consuming. Let us guide you through this process and provide you with all the documentation you need.			
References for leaving employees Prevent any court claim against you for giving an inaccurate reference.			
Annual review of Contracts and Staff Handbook We keep track of the developments and changes to the law so you don't have to. We will ensure that your contracts and handbook are always up to date.			
Email Employment updates Employment law changes every week - We keep up with the updates so you don't have to! We will always let you know if there is any effect on your business. You will also have the option to attend all our Seminars and Workshops for free.			

* Prices include VAT

** Conditions apply

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<p>Unlimited access via our Telephone Helpline & all documentation needed from our team of employment experts who have detailed knowledge of business and your requirements in relation to:</p> <ul style="list-style-type: none"> Recruitment and induction Working Time and Time Off Conducting a disciplinary investigation, hearing and appeal Conducting a grievance investigation, hearing and appeal Discrimination, bullying and harassment in the workplace Maternity Leave, Pay and Benefits Paternity Leave, Pay and Benefits Adoption Leave, Pay and Benefits Shared Parental Leave, Pay and Benefits Leave for Ante-natal appointments Flexible Working requests Parental Leave Time off for emergencies Sickness and incapacity Changing Employment Contracts Resignation of an Employee Redundancy Dismissal of an Employee Providing references <p>Getting the process wrong for any of these items can result in unhappy, inefficient staff and possibly a claim in the Employment Tribunal – don't get caught out – take our advice.</p>			
<p>Bi-annual meetings</p> <p>Your advisor will come and visit you at your business twice a year to deal with any issues you may have, provide advice about how to get the most out of your staff and keep you up to date with any changes you need to be aware of.</p>			
<p>Annual meeting</p> <p>Your advisor will come and visit you at your business once a year to deal with any issues you may have, provide advice about how to get the most out of your staff and keep you up to date with any changes you need to be aware of.</p>			
<p>Indemnity Insurance**</p> <p>At an additional cost we can arrange for an insurance that will cover your legal fees plus any out of court settlement or compensation payment should an employee make a claim to the Employment Tribunal.</p> <p><i>At an additional cost, to protect the goodwill of your business, we can obtain insurance to cover your legal fees should you need to enforce the binding clauses in your contracts. Just ask us for further details.</i></p>			

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