



Local | National | International

# In-House Lawyer Services



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SOLICITORS



# A PASSION FOR PEOPLE


**Our passion for people is at the heart of everything we do. It's the engine that keeps us ticking and inspires us to do our best. We're not satisfied unless we're making a real difference to peoples' lives, and we'll keep working hard to ensure we achieve the best outcome possible.**

## For when you need us

We work with in-house lawyers and understand the pressures and challenges you face. We appreciate the variety of demands that are placed on you by your organisation and that the role of an in-house lawyer can be a lonely one.

We have created our In-House Lawyer Services as a resource tailored to the specific needs of in-house practitioners and offer an extensive range of services designed to make your life easier.

Our objective is to listen to you and to understand your organisation; you can tell us what your specific concerns are and we will provide the support you need. You will have a dedicated single point of contact or team to help you with issues that affect your organisation, who will be available to assist you around the clock.



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## Contacts

From the outset of our relationship, we will identify the specialist within the firm who will be your principal point of contact. Your dedicated contact will ensure that you will be able to get the support you need from our other specialists at all times. As the relationship develops, we will arrange an informal “meet the team” event so that our respective teams can meet face to face and strengthen their relationships.

## Costs

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

“ **Extremely useful and engaging. A great way to refresh some key knowledge and to stay ahead of the game.** ”

Kirsty-Ann Gilmour, Halfords Group Plc, about our training sessions.

## Audits

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

### Data Protection

We offer a data protection audit service, which is especially pertinent given the recent high-profile incidents of data security breaches and the ability for the Information Commissioner’s Office to issue substantial fines against organisations for data protection breaches.

The audit service is 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 and policies (such as fair processing notices) and the processes in place for managing personal data.
- **Data Security:** a review of the technical and organisational measures in place to secure personal data, in order to determine whether such measures are in compliance with the statutory and regulatory requirements and best practice

recommendations. This module also includes reviewing data security breach notification policies and procedures, and providing advice on options for making the necessary improvements.

- **Data Subject Access Request:** reviewing the processes for dealing with and responding to access requests made by data subjects for their personal data, as well as requests made by third parties and how personal data is shared.

### Intellectual Property

The best way to clarify the extent of the intellectual property owned by your organisation and to ensure that your intellectual property is delivering optimum value to your business, is through a periodic audit and proactive intellectual property policy. As part of our fixed fee audit, we will meet with you to discuss your business strategy and objectives, then we will review the full range of intellectual property used within your business (to include trade-marks, design rights, patents, trade-secrets, confidential information, copyright and other unregistered intellectual property). We will then produce a strategic report on how to best ensure your intellectual property rights are, now and in the future, protected as fully as possible.



## Secondments

Lasting relationships need to be built on solid foundations. In order to provide the best possible service for you we want to understand your business and legal needs. To demonstrate our commitment, we offer one of our lawyers for a free three day mini-secondment so that we can gain a real insight into your legal needs.

When required, we can act as an extension of your team. From time to time you may need additional resources to assist with a complex project, or to cover absence because of maternity or sickness leave. We are flexible in our approach and can provide assistance to suit your needs at preferential daily rates. Just tell us your specific needs and we'll provide the support that you require.

### Reverse Secondments

If you are registered with us we also consider reverse secondments for members of your team to spend time with us. For example, we can supply one of our trainees to you while your trainee completes a contentious seat of their training contract with us.

## Virtual Trainees

Do you have a trainee solicitor or paralegal that has the time to undertake research for you? If not, we can help you with research assignments by giving you access to a virtual trainee to help you with these tasks.

## Trade Mark Portfolio Management

We offer a complete Trade Mark Portfolio Management Service, from advice on initial applications, registration, renewals, protection and maintenance to dealing with challenges from third parties. Our specialists will help you to maximise the value in your intellectual property, open up new opportunities and deliver real value to your bottom line. Working with law firms and intellectual property experts through our international network we have the resources to help you develop and implement regional, national and international intellectual property strategies.

## Regulatory Services

Our specialist team has extensive experience in advising on investigations and crisis response situations. They regularly defend clients facing formal regulatory investigations and prosecutions by a variety of regulatory bodies to include:

- Health and Safety (including fatal accident and corporate manslaughter investigations)
- Healthcare
- Environmental
- Fire Safety
- Food Hygiene and Food Safety
- Trading Standards
- Consumer Protection
- Management of Product Recalls
- Advertising Standards Authority Challenges
- Transport.

We advise clients on an extensive range of compliance issues. We can, for example, advise on anti-bribery and corruption risk assessments; prepare policies and procedures, and roll out bespoke training courses tailored to your specific needs. We can also stress test existing systems and procedures and work with you to strengthen them if required.

Our fixed fee monitoring and maintenance service will ensure that your rewards will be efficiently managed by specialists who will alert you of any potential infringers or conflicting applications (national and international) through our 'Traffic Light' monitoring and watching reports.

## Bespoke On-Site Training

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

## 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.





## Human Resources

Our employment and HR specialists can assist you with an extensive range of services from tailored HR policies and employment contracts, structuring, executive appointments and severance arrangements, absence management, discrimination, grievances and discipline to reorganisations and TUPE transfers advice.

### Rewards and Benefits

The way in which an organisation pays and rewards its staff is essential to its success. We support corporate and public sector organisations to develop and implement tailored pay and reward strategies. Our specialists can assist you with pay structure design, job evaluation, total reward, employee benefits and performance/contribution-based pay. Uniquely, our rewards and benefits specialists work with the backing of our equal pay professionals to ensure that all the solutions we provide are fully equal pay compliant.

## International Services

Our international service operates from five hubs across the world where our relationships with the people and institutions that might affect you are tried and tested. Our legal, commercial and government connections within the five hubs are extensive and deep – we work with individuals that we've personally known for decades. Beyond the hubs, our trusted network reaches across 80 countries, enabling us to help you run and grow your business almost anywhere in the world.

We offer a range of services at a fixed price:

### Counterparty Due Diligence

This involves investigation into a company you might wish to work with. It covers legal, commercial (and sometimes political) investigation into the entity, and usually some investigation into the individual behind that entity.

### Contract Acclimatisation

We take a contract that you are comfortable with, for example a supply

contract or a distribution contract, and make sure it works in a foreign country. At the very least we check that the dispute resolution and execution blocks work, and consider any clauses that might be inapplicable (or perhaps even illegal) to enforce in that country.

### Translation and Naming

This is often part of contract acclimatisation but is also a standalone service. When it comes to the law, word-for-word language translation simply isn't good enough. Because we translate with context, we ensure that the translation is sensitive to the specific legal meanings of words, and also that an appropriate language clause is inserted into the contract where necessary.

We also provide a naming service where a new brand needs to be invented for use in China.

### Compliance

We make sure your operations are being conducted in accordance with local requirements and highlight any risks or issues you might not have known to ask about.



## Company Secretarial Services

We can help with your company secretarial duties to ensure that the company complies with its statutory obligations. Our services include a range of options such as:

- The provision of the registered office facility.
- The creation and maintenance of the legally required statutory registers, including “person of significant control register”.
- Sending electronic reminders for due filing dates for annual accounts if provided with an email address to do so.
- Reviewing the company's statutory books and supporting documentation, and preparing an action plan to ensure that the company's registers and filings are up to date.
- Electronic or manual filing of annual return forms at Companies House. Preparation of board minutes or resolutions (as required) in connection with the filing of the annual return forms.

## Added Value

### Networking and Training Events

Our In-House Lawyer Service includes a programme of informal networking and practical training conferences. The networking sessions give in-house practitioners the opportunity to share ideas and discuss issues that affect their niche community.

### Newsletters and Alerts

Our In-House Lawyer newsletter addresses the issues that are relevant to in-house practitioners. Those who register with us will also receive e-alerts on key issues and legal developments from departments across the firm as and when they arise. Please visit our website at [www.hcrlaw.com](http://www.hcrlaw.com) to register for our newsletter and e-alerts.

### Instant Access

We understand the need for lawyers to bounce ideas off colleagues, which is not always easy for in-house practitioners. For subscribers of our In-House Lawyer Services, we will act as a sounding board for 15 minute discussions free of charge.

If you would like to discuss the ways in which we can assist you and your organisation, please visit our website [www.hcrlaw.com](http://www.hcrlaw.com) or contact:

## Elizabeth Beatty

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