



# In House Assist

Helping in-house counsel to unlock their organisation's potential

 SHAKESPEARE  
MARTINEAU

Legal advice for life and business

# About Shakespeare Martineau

We are a leading full-service UK law firm, providing legal services to businesses and organisations of all sizes, individuals and families.

We have a highly experienced and wholly specialist team to support you in your in-house counsel role. **In House Assist** gives you access to market-leading expertise in the moments you need it most. We are on hand to provide clear advice, practical solutions and tackle ongoing issues or complex matters so that you can rest assured you have the right specialist, whatever the challenge.

Our team has the knowledge, skills, and expertise to support you to deliver results that work best for you and your organisation.

We're more than just legal advisers. As a responsible business, our aim is to have a positive impact in all that we do and contribute to a better and brighter future for our people, our community and environment.

## Certified



Corporation

We are one of the largest legal and professional services groups to be a certified B-Corporation. Certified organisations are legally required to consider the impact of business decisions on their people, customers, suppliers, communities and the environment, ensuring a balance between purpose, people and profit.

## Offices across the UK

Birmingham  
Bristol  
Edinburgh  
Leicester  
Lincoln  
London  
Milton Keynes  
Nottingham  
Sheffield  
Solihull  
Southampton  
Stratford-upon-Avon

1200+

People within the firm

115+

Partners

580+

Additional legal advisers

12

UK offices

160

Lawyers ranked in Chambers and Legal 500

Top 50

UK law firm



We are a founding member of Multilaw, a global legal network of over 10,000 lawyers in more than 150 commercial centres worldwide.



Achieving a 5\* Feefo Platinum service rating underscores our dedication to client satisfaction.



We are a founding member of Privacy Rules, a global alliance of law firms specialising in data protection and privacy.



We are long standing members of the International Trademark Association (INTA), a global association of brand owners and professionals dedicated to supporting trademarks and related intellectual property (IP).



Our ambitions are unlimited.  
We want to unlock potential for  
our clients, inspiring confidence,  
growth and development.



# In House Assist



We understand that as an in-house counsel your role is to provide legal advice which supports the day-to-day operation, ensures compliance and aids the strategic direction of the organisation and that, from time to time, you may need additional support and access to specialist lawyers for advice, guidance and support on more complex matters.

In House Assist is a subscription product available at a fixed monthly fee which gives you access to an experienced network of specialist lawyers. Think of us as an extension of your own in-house counsel team. We provide you with a single point of contact, a dedicated resource who will take time to understand you, your team and your organisation, listen to the challenges you are facing and then quickly access the right expertise and advice from our legal teams. This ensures the organisation has on-hand expertise to realise its ambitions and address legal challenges in an efficient, practical and affordable way.

#### You will have a single point of contact

A member of our team will become your virtual legal counsel, on hand to coordinate any legal query from across your business.

#### They will be your dedicated resource

Your virtual legal counsel will be dedicated to your allocated hours each month, working exclusively on your matters and co-ordinating advice from our teams to yours.

#### Working as part of your team

They will spend time getting to know you and your key stakeholders and will operate as an extension of your team to deliver the most effective legal advice.

#### Giving you access to full-service advice

Your virtual counsel would source advice from across our extensive list of legal specialisms. They can also facilitate advice from members of our wider group (see final page) and international contacts.

#### Fixed monthly fee with flexibility

We want to make sure you have costs certainty, so we offer our In House Assist at a fixed blended hourly rate of £295 (excl VAT). The flexibility comes with the number of hours you need. We will complete a full review and agree with you the number of hours per month you require. This will be reviewed again after three months, and you are free to increase or decrease the hours as appropriate with ongoing flex to meet your needs.

Committed to understanding your commercial and strategic objectives and providing you with solutions to enhance your organisation.



# Giving you specialist support

## Commercial contracts and IP

Identifying business goals and putting a strategy in place to reach them is paramount; you'll need experts with the skills and resilience to help you get the best results.

With the terms and circumstances around commercial transactions often integral to the wider success of the business, having legal advisers who understand your intentions and aims is essential. We work across all commercial needs, including:

- Service and support agreements
- Outsourcing
- Procurement
- Ecommerce
- Supply chain
- Advertising and sponsorship
- Intellectual property and trademarks including IP ownership, enforcement, licensing and collaborating

## Data protection and privacy

Mishandling personal data could expose businesses to the expense of handling complaints and serious reputational damage – you can't afford to get it wrong. We help you to achieve and demonstrate compliance, as well as showing you how to act on non-compliant areas within your business with robust action plans and reporting. Our team can also support you with compliance across your entire supply chain and network. Our services include:

- UK GDPR and data protection matters
- International data transfers
- Privacy and cookies policies
- Data processing and sharing agreements
- Non-disclosure agreements
- Initial assessment and triage of possible data breaches
- Routine correspondence with the ICO on your behalf
- Data subject access requests

## Employment and HR

Managing a workforce of any size can have its challenges, particularly in an era of increasing regulation. From ad-hoc HR queries through to potential or actual employee disputes, our experienced team of more than 20 employment lawyers will be on hand to support you on all employment and HR issues that arise. Whatever the matter, we will work as an extension of your team to find solutions that focus on the lasting success of your organisation. Including services such as:

- General HR queries
- TUPE
- Discipline and grievance issues
- Performance management
- Redundancy and restructuring
- Employment disputes and tribunals
- Senior executive services
- Trade unions
- Pensions
- Contracts of employment
- Discrimination and whistleblowing
- Immigration and visas

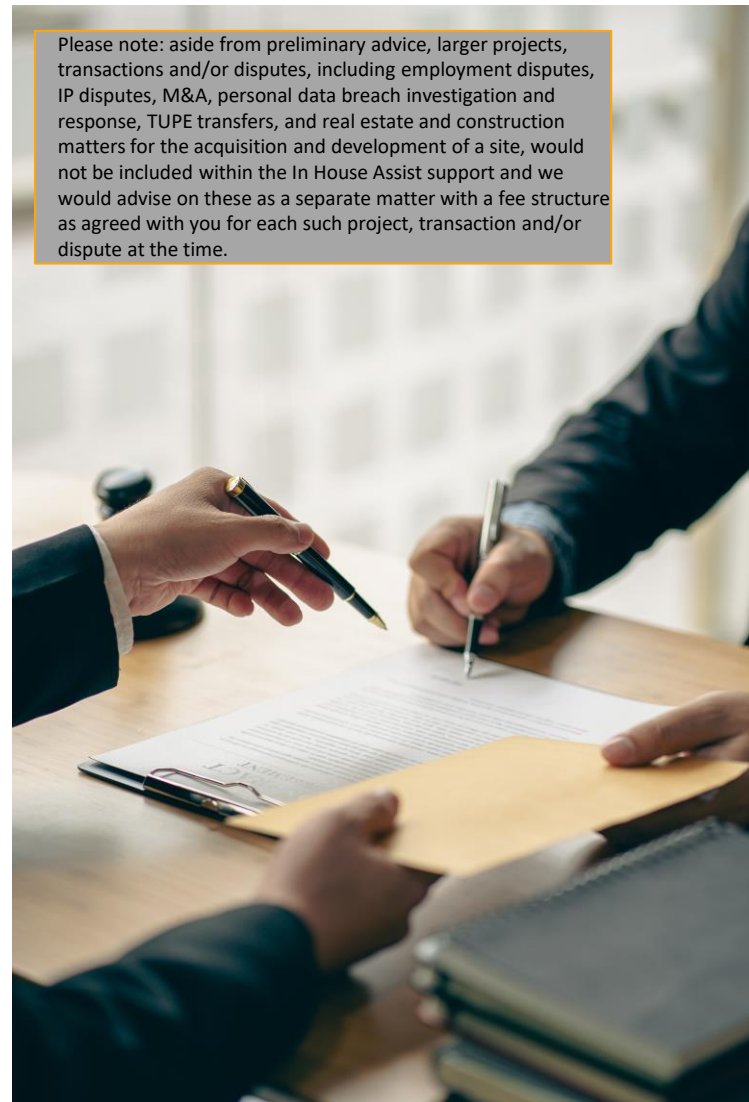
## Corporate

Experienced pragmatic advice is essential to make any corporate transaction run smoothly. Our team of 35 corporate lawyers advise clients on large and small domestic acquisitions, disposals and joint ventures, as well as advising on the UK aspects of international deals.

We work with our clients on the whole of a transaction to provide overall guidance and advice. The team also provides governance advice to directors and shareholders. Amongst other things, we advise on:

- LLP agreements
- Partner retirement
- Shareholders agreements
- Parent company guarantee
- Mergers and acquisitions
- Private equity and venture capital
- Corporate finance and investment
- Corporate governance
- Corporate restructuring
- Equity capital markets

Please note: aside from preliminary advice, larger projects, transactions and/or disputes, including employment disputes, IP disputes, M&A, personal data breach investigation and response, TUPE transfers, and real estate and construction matters for the acquisition and development of a site, would not be included within the In House Assist support and we would advise on these as a separate matter with a fee structure as agreed with you for each such project, transaction and/or dispute at the time.



# Giving you specialist support

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## Banking and finance

From our experience of working with some of the UK's largest financial institutions, we know how to transact quickly, and how to get the best results from your activities. We know that your deal activity is often time critical, and we have the resources and network to handle transactions of any size.

Working closely and collaboratively we assemble dedicated teams of specialist banking lawyers, that work hand-in-hand with our corporate, tax, employment and real estate lawyers to deliver a seamless service. With cross-border experience and understanding, our capabilities span national and international activity. Services provided include:

- Leveraged finance deals
- Trade acquisitions
- Management buyouts
- Restructuring loans
- Debt-for-equity swaps
- Provision of term loan and working capital debt
- Loan documentation
- Security
- Transactional needs

## Dispute resolution

All businesses are faced with disputes from time to time and so it's key to have advisers who can help you to resolve these with the best interest of your business in mind. Our commercial dispute resolution team will work with you to ensure that your organisation takes the right route, whether this be settlement discussions or robust legal action.

We will proactively explore all options open to you such as alternative dispute resolution, mediation, arbitration and litigation. Our advice includes:

- Commercial disputes
- Contractual disputes
- Professional negligence disputes
- Debt recovery and claims
- Warranty and indemnity claims
- International arbitration
- Restrictive covenants claims
- Fraud and bribery claims
- Finance disputes



# Giving you specialist support

## Property

We offer a comprehensive end-to-end service, covering everything from leases to litigation, focused on delivering creative and cost-effective solutions to your operational or investment needs.

Our advice is delivered by a 200 strong team working with clients of all types of sizes - from landowners to developers, and property funds to corporate occupiers. What brings us together is a shared drive to think ahead and take action. We use our legal expertise to support business projects, big or small. We can advise on

- Commercial development
- Acquisitions and disposals
- Real estate investments
- Asset management
- Lease negotiations
- Financing including sale and lease back
- Property disputes
- Planning consultancy and legal services
- Real estate tax

## Construction and safety

Our construction team can advise you on all aspects of construction including the preparation of contracts and the resolution of disputes. From procurement through the lifespan of building work and any disputes along the way, we make managing the risk more straightforward.

Whether it's a high value, ground-breaking project or a routine construction matter, we'll help you to deliver the results you want with confidence and ease. Our services include:

- Pre-contract advice
- Procurement strategy
- Drafting and negotiating building contracts both standard and bespoke
- Consultants' appointments
- Collateral warranties
- Performance bonds and parent company guarantees
- Risk management
- Contentious construction disputes
- Defects, variations, delay, payment and professional negligence
- Health and safety due diligence, policies and defence of claims

## Energy and environment

Our team of green energy and environmental experts work with a broad range of clients to pioneer clean and low carbon energy solutions. Whether you're building new houses, improving your organisation's green credentials or building green technologies, we're here to help power you towards net zero, including services such as:

- Smart energy systems
- Renewable power and green fuels
- Green transport
- Biodiversity and Natural Capital
- Non-financial reporting and disclosure (eg carbon reporting)
- Regulatory compliance

## Charity, social enterprise and not-for-profit

Our team of charity and not-for-profit specialist lawyers and advisers have been brought together to provide you with market leading advice and creative solutions to help you focus on what matters most: the delivery of your organisation's purpose and strategy.

Whether you want to set up your own charitable foundation, or you're considering the most effective way for your organisation to provide ongoing support to a chosen charity, our team of charity experts are on hand to advise you.

Including:

- Tax efficient strategies
- Philanthropy strategy
- Setting up charitable foundations
- Charity law and governance



# Continuously adding value



At Shakespeare Martineau we pride ourselves on how we continuously add value to your team, share knowledge and work hand in hand with our wider network to give you unparalleled strategic advantages, helping you to achieve your goals.

## ■ Seminars and networking

Our events are a key element of our client experience. We pride ourselves on bringing together our diverse client base in our broad events schedule throughout the year, from networking to technical seminars, webinars to international conferences. You will be integrated fully in our co-ordinated counsel programme with no additional fees for attending those events

## ■ Legal updates

Our regular updates provide you with insights into legal topics, recent changes in the law and issues affecting you and your business. We take the burden of analysing what challenges are ahead so that we can provide you with foresight and guidance on how to deal with them

## ■ Bespoke client portals

Our In House Assist clients are given access to a bespoke and secure portal, giving you the confidence that your team has one convenient way to provide instructions to us and related files are securely shared, hosted and easy to access, anytime and anywhere. Built through HighQ, the market leader in legal work platforms, our portal offers you a collaborative working space, improving operational efficiencies, enhancing visibility and driving accountability around everything we do.



## ■ Bespoke training

As an organisation, we're proud to be committed to continuous learning, and truly understand the importance of training and upskilling. From legal updates to the latest developments in your market, we can work with you to provide a bespoke training programme designed to get the best out of you and your people.

## ■ Co-locating

We will be pleased for members of our team to co-locate within your offices (when possible), which will help us to really be immersed within your organisation. Our offices will also be available for you to use for any off-site meetings, training sessions, etc.

Shakespeare Martineau offers a service that is responsive and has a personal approach. The team has a very can-do attitude, providing practical solutions and suggestions.



## Quality in service

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Ensuring quality as standard is important to us and you will receive a first class, partner-led service. We love what we do, which shows in how we work, and you will notice strong communication and responsiveness, high levels of client care and exceptional service quality.

## From a trusted team

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**Selina Hinchliffe**

Partner - In-House Co-Counsel

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*"We understand that the in-house counsel role can be demanding and stretches across many legal practice areas. Many of our award-winning team of experts has previously worked in-house themselves, so appreciate the complexity and time sensitivities of your role. We are on hand to support you with more specific, specialist areas of law and more complex matters."*



**Carys Thompson**

Partner- In-House Co-Counsel

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*"Our In House Assist service provides you with access to practical, commercially focused advice from specialist lawyers. We will work with you to build the appropriate flexible service package for a fixed monthly fee, giving you a cost effective, pragmatic solution to extending your legal team."*

## At an affordable price

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We will work closely with you to understand your requirements and scope the volume and types of work you will benefit from.

Our costs for the In House Assist service will be charged at a **preferential blended hourly rate of £295 (ex VAT)** based on the levels of lawyers we envisage the work will be undertaken by.

**Illustrative examples:**

### Illustration 1

- Two allocated hours per week - £590.00
- Equivalent to nine allocated hours per calendar month £2,655.00

### Illustration 2

- Five allocated hours per week- £1,475.00
- Equivalent to 22.5 allocated hours per calendar month £6,637.50

Please note: aside from preliminary advice, larger projects, transactions and/or disputes, including employment disputes, IP disputes, M&A, personal data breach investigation and response, TUPE transfers, and real estate and construction matters for the acquisition and development of a site, would not be included within the In House Assist support and we would advise on these as a separate matter with a fee structure as agreed with you for each such project, transaction and/or dispute at the time.

**With added benefit of being flexible to your organisation's needs**

We would review this with you after three months and where it is felt you are using significantly more hours per week we would agree an uplift on the fees with you. Equally, where you are falling below the allocated amount, we would agree a reduction. We understand that the needs of the organisation can change, and we offer a service that will flex with your needs. You can ask to change the allocated hours for the next three months with seven days' notice. The subscription arrangement may be terminated on seven days' notice, which will also allow your organisation the necessary flexibility.

# House of brands

Shakespeare Martineau is proud to be part of Ampa, a leading group of legal and professional services companies united by a shared purpose: to provide exceptional support and innovative solutions tailored to our clients' needs.

Within this collaborative network, we regularly work alongside colleagues across our Ampa group, creating seamless, integrated solutions that empower our clients to navigate challenges and seize growth opportunities.

## Marrons

At Marrons, we offer a one-stop shop for all your **property planning** requirements – taking you through every stage from feasibility and preparing your application, to design strategy and beyond. We take a proactive approach so that you can trust us to lead on planning responsibilities that will protect and enhance the value of your land or building assets, ensuring we turn your plans into reality.

## Lime

SOLICITORS

Lime Solicitors is a national **consumer claimant law firm** that champions people. We talk to anyone who needs our help and work out the best way forward to achieve positive outcomes and compensation deserved. With our connections to communities and organisations that also champion the people we help, we believe our collaborative and sensitive approach can make a big difference to people and their families.

## CORCLAIM

Corclaim specialises in **loss recovery for business**, specifically uninsured loss recovery. As loss recovery specialists, we focus on one thing and one thing only – getting your money back. Our team of experts strives to do this as quickly as possible with minimum fuss.

## css | assure

At CSS Assure, we focus on making **cyber and data security** simple. We could spout a stream of technical jargon. But that wouldn't help you understand why data and cyber security matters, or how CSS Assure can help. So let's make this simple. CSS Assure will protect your reputation, save you money, and keep your customers' data safe.

## coadax

Coadax offer **specialist strategic business advice** in an ever-changing environment and time of transformational change. By partnering with us, you'll be able to make informed decisions and have a tailored business strategy delivered by our straight-talking, hands-on, experienced professional experts..

## Mayo Wynne Baxter

Solicitors

We are an **award-winning law firm in the South East of England** and our reputation has been built on providing exceptional service and adapting to client needs. We have been looking after the people of Sussex, Surrey, and Kent for over 150 years, so you can be confident that you are in good hands with us.





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[shma.co.uk](http://shma.co.uk)



Think before you print



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For information on our business, please visit [shma.co.uk/legal-information/](http://shma.co.uk/legal-information/)

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