



CCW BUSINESS LAWYERS

CCW Core Legal

Core Legal Services for your business
delivered in a different way



www.ccwlegal.co.uk

introduction

Core Legal Services for your business delivered in a different way.

Every business requires certain core legal services. The type and size of your business will influence the scope and extent of those services – but every business, no matter size or scale, needs certain core legal services.

CCW Core Legal is a package of legal services that we have developed that is focused on how best to deliver these core legal services most effectively for your business. CCW Core Legal focuses on four key areas of your business: your **employees, trading, business structure** and **property**.

All too often legal services can be something of a “one-off” or “distress” purchase for many businesses. A key contract needs to be reviewed, or a dispute resolved – legal advice is taken, paid for on a “time spent” basis and thereafter the relationship ends until the next problem occurs.

This approach is ineffective for your business both in terms of service delivery and cost. More often than not your business will have attained no lasting benefit other than resolving the particular issue at hand and you will be presented with a sizable invoice, perhaps at the very time your business could most do without it.



Our approach is different. We focus on delivering certain core legal services to your business in a way that ensures your business attains the maximum benefit of those crucial services without the cost burden of a distressed purchase.

How do we avoid the cost burden of a distressed purchase?

CCW Core Legal is designed to protect and mitigate against the need to ever make a “distressed” purchase of legal services and is charged on a fixed fee monthly basis at a sensible and affordable rate.

If you want any further information on CCW Core Legal please contact David Wylie on **0845 22 33 001** or at **david.wylie@ccwlegal.co.uk**



core legal services

As part of our CCW Core Legal product we offer a number of different key services for your business. Your business may require all of these services or only a selected few.

Whatever combination of services you select we will ensure that these services are delivered to ensure maximum benefit to your business at a sensible price structure and payment mechanism.

Our CCW Core Legal services are focused on four key elements of your business: employees, commercial trading, business structure and property.

Our CCW Core Legal services in these four key areas are as follows:



Employment Services

Employees are the life blood of your business. Our employment services focus on ensuring that your employment policies and procedures comply with the ever changing nature of employment law.

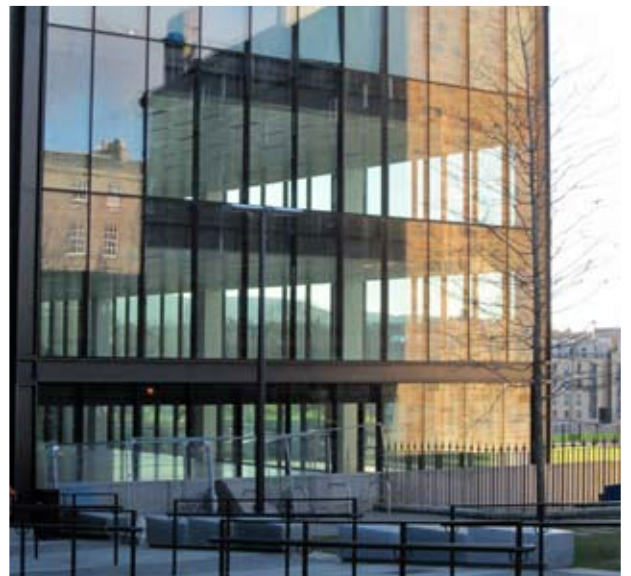
It is no secret that employment law can be a “minefield”; our Employment Services not only ensure that your business is protected but that you have the resources to proactively manage your responsibilities to your employees.

All our employment advice is delivered by fully qualified employment lawyers and HR professionals – not “other” employment professionals.

Our CCW Core Legal services in this area include:

- Risk assessment review and update of your current:
 - employment policies and procedures;
 - employment contracts; and
 - employment “status” of your workforce.

- Full guidance on the procedures for implementing your employment policies and procedures correctly;
- Regular legal updates and training on changes required to your policies as your employment responsibilities change;
- Full training on the employment tribunal system and how to prepare for a tribunal claim;
- Advice and assistance in relation to employee share schemes, appraisal systems (including designing and implementing an appraisal system for your workforce) and bonus arrangements for key employees;
- Regular case law up-dates and commentary;
- Access to “CCW: Your Employment Forum” and our network of employment professionals; and
- Access to all our employment training resources.



Commercial Services

Every day your business is exposed to the various legal risks and obligations associated with the world of commerce. Our Commercial Services are designed to ensure that your business is better placed to manage and exploit the risks and opportunities associated with trading.

Our Commercial Services focus on your relationships with your customers, suppliers and relevant regulatory bodies and ensures that your business has the systems in place to manage and protect against the legal risks that result from these relationships and the services or products you provide.

core legal services

Our Commercial Services have been developed using the knowledge and experience of a number of different practice areas of law – from contract and intellectual property to litigation and dispute resolution.

Our Commercial Services include:

Terms and Conditions Review:

A risk assessment review and update of your current terms and conditions – with **both** your customers **and** suppliers and the impact of any regulatory requirements on your business and how it contracts.

Contract Monitoring Service:

We are well aware that more often than not you will not have the bargaining power to negotiate the terms and conditions of your customer or supply contracts. These contracts will often simply be “take it or leave it”. However, when accepting a “take it or leave it” contract it is vital that you have systems in place to understand and manage the risks associated with these contracts and more importantly to ensure that you get

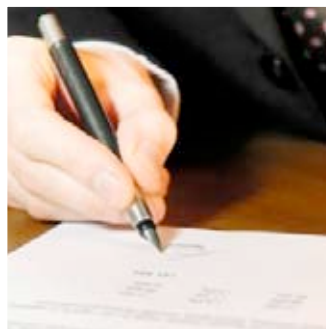
paid. Our contract monitoring service will provide you with the information that you require to ensure that, even when you are unable to negotiate a better position, you are aware of the risks contained in the contract and can manage your internal systems to mitigate against those risks. As part of this service we will guarantee a minimum “turn-around” period for any contract that requires to be reviewed.

Contract Law Training:

Full training on the contracting process; from how to validly incorporate a retention of title clause to ensuring that your liability is adequately limited, our contract training ensures the key persons in your business understand the contracting process and are able to both protect against it and exploit it;

Dispute Handling Services:

It is inevitable that trading disputes will arise – our dispute handling services focus on managing these disputes and finding sensible commercial solutions – whether these are found in the courtroom or elsewhere;



Intellectual Property Audit:

From simply ensuring that your website terms and conditions are tailored to your business to managing and protecting your intellectual property whether through patent protection, trade mark registration or otherwise , our Intellectual Property Audit will ensure this key aspect of your business is suitably catered for ;

Debt Recovery Services:

Whether simply via demand letters or formal court action, this is a unpleasant yet necessary process that we can take care of for you;

Commercial Updates:

Regular updates and training on the most recent case law and changes to legislation that impacts your business.

Annual Commercial Review:

An annual review meeting to ensure that you are continuing to manage and mitigate against the legal risks associated with your business.



Business Structure and Succession Services

Whether you trade as a limited company, limited liability partnership or a traditional partnership clearly you will require to give consideration to your business structure and what succession plans you have in place.

Getting the right business structure in place and ensuring that the “value” of your business is both protected against the risks of trade and can be “realised” for the benefit of your successors are key elements of your business that you need to ensure are properly provided for.

Our business structure and succession services focus on ensuring that:

- your business is carried out by the most appropriate trading vehicle (or more likely combination of trading vehicles);
- you have the correct agreements and arrangements in place to ensure the rights and obligations between the decision makers in the business (whether they be shareholders, directors or partners) are adequately provided for; and

core legal services

- the “value” in the business is protected for succession or exit planning.

Our CCW Core Legal services in this area include:

Business Structure Review:

Is your business structured in the most advantageous way? Are you taking advantage of the various other trading vehicles and business structures that may be available to you and may mitigate taxation costs or trading risks? Our Business Structure Review will provide the answers to these questions;

Corporate Constitution Review:

It is imperative that your partnership or shareholders agreement, or other constitutional documents, adequately provide for the demands of your business and the different personalities involved in it. Voting rights, resolving disputes, profit sharing and planning for death and illness are just some of the key areas that your constitutional documents should provide for. Also, ensuring you have the right

protections and arrangements in place to safeguard the value of the business for your succession plans is also crucial. Our Corporate Constitution Review will ensure this part of your business is taken care of.

Directors Liability Management:

There are many risks now associated with being a director of a limited company. These include duties owed to your company and shareholders; regulatory “red-tape” duties; and duties owed to other third parties in the event of insolvency. Our Director’s Liability Services provide you with specific training on managing the risks and duties associated with being a company director and ensuring that you avoid personal liability.

Tax Mitigation Audit:

Is your business structured in the most tax efficient way? Are there structures, policies or procedures that you could put in place to mitigate your tax burden and better utilise the cash your business generates. In conjunction with your existing advisors Our Tax Mitigation Audit will review your business structure and provide advice specifically tailored at better managing the cash in your business to mitigate tax.





Property Services

More often than not, the property you trade from, as well as being one of the biggest outgoings for your business is a key business asset and should be very central in your thoughts for the successful operation and expansion of your business.

Legal advice in relation to your property does not simply extend to buying, selling or leasing property. There are many aspects of managing your property that requires legal input. From environmental, licensing and health & safety policies to considering the most appropriate ownership structures – such as utilising your pension fund to purchase your trading premises or having a property holding company.

Our CCW Core Legal services in this area are designed to free you from some of the regulatory burdens associated with your property, manage those burdens for you and attempt to allow you to utilise this key business asset to its full advantage. Our CCW Core Legal Services, in conjunction with our network of property professionals, in this area include:

Business property plan:

As well as a business strategy, businesses would benefit from putting in place a strategic plan for the use, acquisition and disposal of properties used as occupational assets. Given that properties are often the second biggest cost of businesses, this often helps businesses and can lead to an increase in the profitability of a business through improved property decision-making. CCW can assist you in the production of such a plan.

Regulatory Audit of your premises:

Key focus on environmental, planning, licensing and health & safety compliance;

Property Dispute resolution:

Whether in relation to disputes with tenants of leases, neighbouring properties or public authorities or otherwise;

Construction services:

From negotiation stage to build completion we provide extensive and effective support to clients involved in construction projects of all size and type.

more information

This brochure gives a brief outline only of our services.

For a more detailed guide to our legal services please contact the following:



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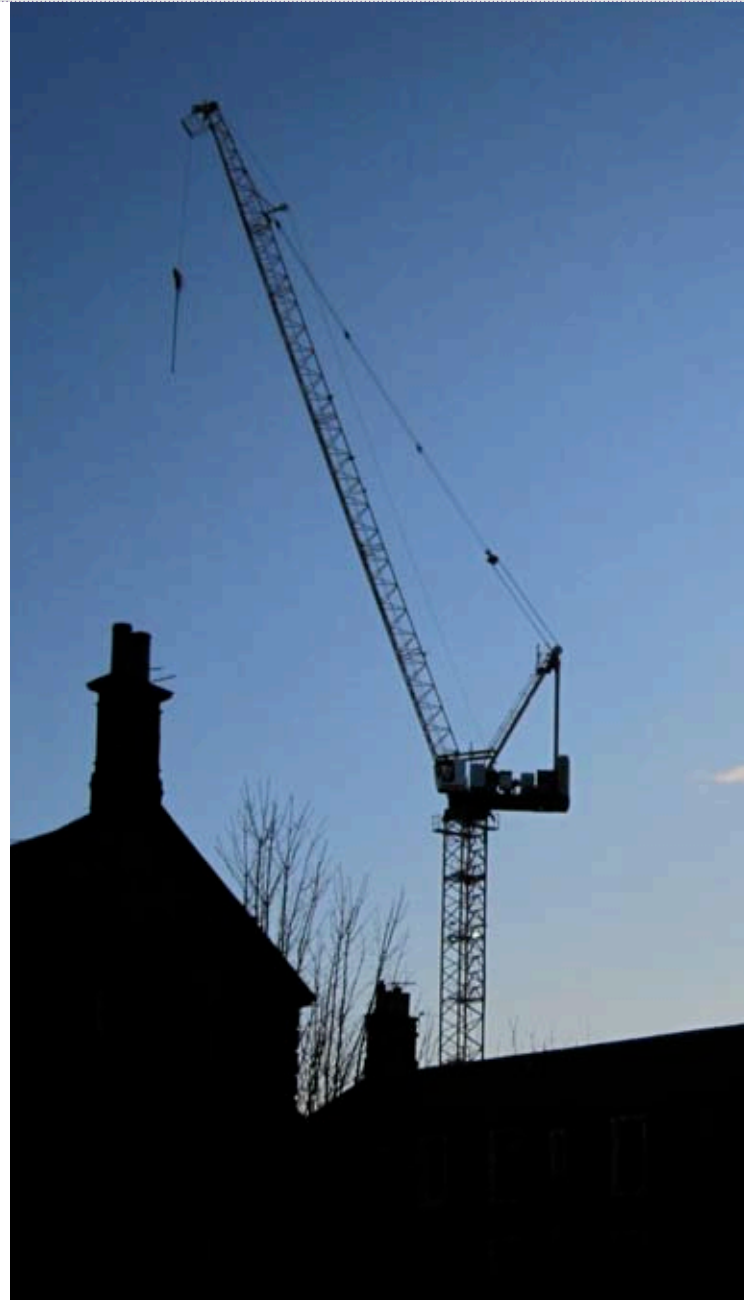


legal notice

Whilst we hope you find the contents of this brochure interesting and informative, we wish to make clear that it provides an overview only of our services. It is not meant to be, and should not be relied upon as giving, legal advice. Legal or other professional advice should be taken in specific cases.

CCW LLP is a limited liability partnership incorporated in Scotland.

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