

## Helping you to help your clients

Abbiss Cadres' services for professional services firms



*"The smartest thing  
we did was adding  
you to the team."*

Corporate Partner, Washington DC  
Office, Am Law 100 firm

**CELIA** ALLIANCE

Law and Tax for **International** HR

## Our mission is a simple one - to help you help your clients make the most of their people

We offer access to a broad range of specialist Law and Tax, People Consulting and Communications expertise to help you to meet your clients' needs wherever they arise.



## Helping you to help your clients

We work with a wide range of professional services firms in the UK, and internationally, to help them meet their clients' wider HR-related needs. Our highly experienced team offers a unique combination of integrated HR expertise covering regulated law and tax services, as well as broader HR and communications consulting.

Our professional clients use our services either as additional support or to broaden their existing service offerings. Either way, they enhance their own trusted adviser status by ensuring that their clients' HR-related needs are addressed.

## How we work with you

The way we work with you, and our level of visibility to your clients, is up to you. We can work either as an extension of your team, and have as little or as much client contact as suits you, or we can be engaged directly by your client.

## Teamwork and communication

However you prefer us to deliver our services, the key to our success is effective teamwork. We tailor our approach to your organisation and your requirements. Our people have experience working with a wide variety of professional services, and are accustomed to working in multi-disciplinary and joint project teams.

If your preference is for us to work directly with your clients then we will ensure that you are kept involved and informed to whatever extent you and informed to whatever extent you and your clients wish.

## Your client, our promise

We are here to provide a service solution that works for you. If you retain us directly we will agree in our engagement letter which of our services you wish to offer to your clients. We will never accept direct engagements from your clients for any other of our services or send any marketing material to them without your consent.

If you would prefer us to have a direct relationship with your client, then we will be happy to agree with you not to accept any engagement from that client for any services which compete with your own. Our engagement terms with your client will ordinarily seek permission for us to be able to copy you on all communications so that your primary client relationship is maintained.

## Our approach to costs

Our costs are competitive. We offer fixed or capped pricing arrangements, where practical. If our engagement is with you then, as part of our ethos of team-working, we are happy to agree with you when we are to be paid in order to take account of your billing and payment cycle.

## Our services

We offer access to a wide range of services in Law and Tax, People Consulting and Communications.

### LAW AND TAX

We combine expertise in business immigration, employment and partnership law, pensions law, tax and social security, corporate and financial services law, and corporate transactional assistance. This enables us to offer comprehensive support in a number of key areas, including:

- Compensation and benefits (including share plans) – design, implementation and advice on tax effective remuneration and benefit programmes, as well as share incentive plans (including reporting and valuation services).
- Data protection support - comprehensive support on policies and compliance advice, and expertise in workplace surveillance and monitoring.
- Employment and partnership law – comprehensive advisory, documentation and dispute resolution services, including arbitration, mediation and High Court litigation.
- Employment taxation – expert tax and social security advisory and planning services, from pensions to PAYE.
- Establishing a business presence in the UK – tax and legal planning, incorporation/registrations, and payroll and registered office services for international businesses locating to the UK.
- Global mobility – business immigration, tax advisory, tax returns and filings, social security compliance and payroll services.
- Pensions law – advising and drafting documentation on all pension aspects of corporate transactions, restructurings, and employment relationships, as well as stand-alone pensions scheme advice and advising on trustee and employer compliance.
- Regulatory investigations – designing, managing and conducting regulatory and compliance audits and investigations in the workplace, from bribery and corrupt practices to whistleblowing.

### INTERNATIONAL

For international legal and tax issues, we offer the ability to work with our colleagues in the CELIA Alliance and our wider established network of Correspondent Firms around the world. These global non-exclusive relationships have enabled us to conduct client projects in more than 65 countries, while ensuring that we are free to make the best choice of local adviser.

## PEOPLE CONSULTING

We also offer highly experienced business psychology, coaching and general HR consulting support, including:

- **Assessment and selection** – assessment tools and processes, training, competency and role profiling, as well as support in interviewing and selection.
- **Change management** – design and implementation of change management initiatives and strategies, including employee research, engagement events, communication planning, training and coaching.
- **Coaching and development** – development of individuals and teams, including learning and development strategy, and leadership and management skills development.
- **Establishing a business presence in the UK** – practical help from benefits and insurance selection to executive relocation, and help with office identification and set-up.
- **Executive compensation and reward** – design of pay structures and incentive plans, reward strategy and benchmarking to competitive market practice.
- **Global mobility** – home and host-based compensation, effective processes, systems, policies and supplier management tools, market practice benchmarking, talent management design and implementation.
- **HR support** - “hands on” from operational support and help with day to day issues to conducting internal investigations.
- **Organisational design** – organisational structure design, culture change, job evaluation and succession planning.
- **Performance management** – appraisal and performance structure and process design, to ensure people and resources are focused on achieving strategic goals.

## COMMUNICATIONS

We offer a comprehensive employee communication service from benefits communication to change management, and employee engagement programmes to internal brand messaging, including:

- **Strategy development** – identification of audience(s), communication channels, media and timing.
- **Content development** – drafting, design, plus full legal/compliance review.
- **Delivery** – digital, print, social media or face to face.
- **Training** – coaching and development of key influencers within your organisation.
- **Surveys/research** – focus groups, interviews, audits to measure perception and impact.

## Our integrated services

We combine our Law and Tax, People Consulting and Communications expertise into five major practice areas to provide an integrated HR service.

LAW AND TAX	PEOPLE CONSULTING	COMMUNICATIONS
<b>Compensation and Benefits</b>		
<ul style="list-style-type: none"> <li>Automatic pension enrolment obligations</li> <li>Employee benefit trusts</li> <li>Internal share markets</li> <li>Occupational pensions schemes</li> <li>Pensions scheme liability management</li> <li>Pensions taxation and salary sacrifice</li> <li>Phantom equity</li> <li>Remuneration reporting</li> <li>Share plan design and implementation</li> <li>Tax effective remuneration and benefits</li> <li>Transactional support</li> </ul>	<ul style="list-style-type: none"> <li>Benchmarking</li> <li>Executive compensation design and structuring</li> <li>Performance management</li> <li>Reward strategy</li> </ul>	<ul style="list-style-type: none"> <li>Communication planning</li> <li>Participant guides</li> <li>Total reward statements</li> <li>Workshops/training</li> </ul>
<b>Employment and Workplace</b>		
<ul style="list-style-type: none"> <li>Anti-bribery</li> <li>Atypical working</li> <li>Business sales and transfers</li> <li>Collective labour law</li> <li>Contracts, policies and procedures</li> <li>Data protection</li> <li>Disputes</li> <li>Diversity</li> <li>European Works Councils</li> <li>Flexible working</li> <li>Outsourcing and insourcing</li> <li>Parental rights</li> <li>Regulatory investigations</li> <li>Transactional support</li> <li>Whistleblowing</li> </ul>	<ul style="list-style-type: none"> <li>Assessment and selection</li> <li>Change management</li> <li>Coaching and development</li> <li>Employee engagement</li> <li>General HR support</li> <li>Internal investigations</li> <li>Mediation</li> <li>Organisational design</li> <li>Performance management</li> </ul>	<ul style="list-style-type: none"> <li>Communication strategy and brand</li> <li>Communications effectiveness audit</li> <li>Employee information and engagement</li> <li>Management communications</li> <li>Policy roll out</li> <li>Surveys/research</li> </ul>
<b>Employment Taxation</b>		
<ul style="list-style-type: none"> <li>Agency and self-employed workers</li> <li>Corporation tax issues</li> <li>Employee benefit trusts</li> <li>Pay and benefits</li> <li>Personal service companies</li> <li>Withholding (PAYE) and reporting</li> </ul>		
<b>Establishing a Business Presence in the UK</b>		
<ul style="list-style-type: none"> <li>Company secretarial/registered office services</li> <li>Incorporation/registrations</li> <li>Payroll services</li> <li>Tax and legal planning</li> <li>Tax registrations</li> </ul>	<ul style="list-style-type: none"> <li>Benefits and insurance selection</li> <li>Executive relocation management</li> <li>General HR and facilities management support</li> <li>Office selection and set-up management</li> </ul>	<ul style="list-style-type: none"> <li>Communication strategy</li> <li>Policy documentation</li> <li>Recruitment and business planning literature</li> <li>Staff guides and handbooks</li> </ul>
<b>Global Mobility</b>		
<ul style="list-style-type: none"> <li>Business immigration</li> <li>Entry and exit interviews</li> <li>Social security coverage applications</li> <li>Specialist payroll services</li> <li>Tax and social security planning</li> <li>Tax return preparation</li> </ul>	<ul style="list-style-type: none"> <li>Benchmarking</li> <li>Executive relocation management</li> <li>Home and host country compensation strategy</li> <li>International executive selection and assessment</li> <li>Policies and processes</li> <li>Supply management tools</li> <li>Talent management</li> </ul>	<ul style="list-style-type: none"> <li>Digital data platforms and communications</li> <li>Expatriate information packs</li> <li>Policy communication</li> <li>Programme data management</li> </ul>



## What firms we work with say about us

### AM LAW 100 FIRMS

(Anonymised. We can provide details of Am Law 100 firm Partners who are happy to provide verbal references.)

*"The smartest thing we did was adding you to the team."*

Corporate Partner, Washington DC office, Am Law 100 firm

*"Abbiss Cadres provide a hugely valuable extension to the HR services we offer to our clients, ensuring that we can meet all their needs. Not only are they experts in a wide variety of HR related specialisms, but the service they offer is both reliable and responsive and importantly focussed on delivering the best commercial outcome for our clients."*

Partner and Leader of Employment Practice, London office, Am Law 100 firm

*"Abbiss Cadres offer a range of HR related services that are invaluable in our service offering to clients. Whether it is dealing with complex employment tax issues or payroll set up and administration, we trust them to deliver to our clients."*

Partner and practice leader, Labor and Employment Practice, London office, Am Law 100 Firm

*"The team at Abbiss Cadres possess expertise that is second to none in relation to complex remuneration structures and share based incentives that has proven invaluable to us in the execution of both IPOs and corporate transactions."*

Corporate Partner, London office, Am Law 100 firm

### ATTRIBUTED REFERENCES

*"Abbiss Cadres are one of the few firms that can offer high quality tax, legal and operational advice on both UK and cross-border employment matters. Their team members have a wealth of experience enabling them to provide commercial, to the point advice. For any employment-related issues Abbiss Cadres are always a reliable port of call."*

Hans van Ruiten, Partner in Employment Taxes and Chairman of the Employment Law practice group, Loyens & Loeff

*"Abbiss Cadres are 'go to' experts for law and tax advice on equity-based remuneration structures. We have worked with the Abbiss Cadres team on a range of complex multidisciplinary projects over many years for a wide variety of clients - these have varied from bespoke remuneration structures for major VC-backed UK companies to the design and international implementation of executive long term incentive plans for global, public companies, and much in between. Abbiss Cadres provide us and our clients with a high touch service, are very easy to work with, and deliver to the very high quality our clients demand."*

Damian Carnell, Director and leading expert in the design of executive compensation plans, Willis Towers Watson

For more information on how we can help you, visit our website at [www.abbisscadres.com](http://www.abbisscadres.com) or contact our team.

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