

## EMPLOYMENT LAW HELPLINE

Employment advice & HR Support available from a team of Employment Law specialists from Clarkson Wright & Jakes on all employment issues affecting your Practice.

The advice will be given over the telephone and/or by short email communication and includes:

- one off advice
- step by step guidance on dealing with a specific employment issue
- review of short letters; or communications with employees

We can also help you with:

- drafting settlement agreements
- advice or representation on Employment Tribunal claims or other court proceedings
- drafting or reviewing Practice-specific documents
- technical health and safety issues

Early advice often helps resolve problems and may avoid the excessive time, effort and cost which may be incurred if situations escalate. It is therefore recommended that Practices should take advice when considering these trigger events:

- disciplinary action or disciplinary procedures
- dismissal of an employee
- considering a redundancy programme
- altering working hours
- altering pay (other than routine salary increases)
- receipt of a grievance or any other formal complaint of discrimination, harassment or victimisation on grounds of sex, race, age, disability, religion or belief, sexual orientation, marital or civil partner status, gender reassignment, trade union membership, fixed term or part-time status
- possible events that might give rise to a constructive dismissal claim, including an employee resigning with or without written notice
- requests for flexible working, including requests to work from home
- requests by a maternity/paternity employee to vary terms on return from maternity leave
- retirement.

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## HR TRAINING PROGRAMME

Interactive Employment Law training seminars and workshops will be provided throughout the year by the CWJ Employment Team.

Look out for more details from the Kent and Medway GP Staff Training Team or visit the Staff Training page on [www.kentlmc.org](http://www.kentlmc.org)

Sessions will cover topics such as:

- discrimination awareness
- introduction to employment law
- changing contractual terms
- employment law updates
- disciplinary & grievance procedures
- managing sickness absence

Clarkson Wright & Jakes  
is commissioned to  
provide this service by:



Simply telephone 01689 887840 Monday-Friday between 9am-5pm,  
and provide your Practice's 'G' number.

## THE SERVICES WE PROVIDE:

### Services for employees

Our employment team advises employees, including directors and senior executives, on all employment-related issues.

- Advising and negotiating employment contracts and directors' service agreements, including post-termination restrictions and garden leave clauses.
- Advising and representing individuals in tribunal claims covering all areas of employment law including unfair dismissal, redundancy and all types of discrimination.
- Settlement Agreements, Severance Packages and ACAS COT3 settlements
- ACAS early conciliation
- Advice on disciplinary, grievance and appeal hearings
- Advising on the employment implications following sale or transfer of a business (including TUPE).
- Advising on proposed changes to terms and conditions of employment.
- Requests for flexible working
- Appeals against tribunal decisions

### Services for employers

If you don't have an HR function or have one but still need specialist advice for the more technical employment law problems which are outside of your experience, we can help you.

- Managing day-to-day employment law issues
- Defending Employment Tribunal and EAT claims
- Advising on TUPE and corporate transactions
- Advising on redundancy and business reorganisations
- Reviewing and updating your employment documentation
- Dealing with difficult employees including dismissal
- Drafting and advising upon employment contracts, policies and procedures including directors service agreements, consultancy agreements and settlement agreements
- ACAS early conciliation
- Pre-termination conversations

## EMPLOYMENT

### RETAINER SCHEME

Why not take advantage of our cost-effective way of obtaining up-to-date legal advice on the complex and ever changing area of employment law.

For an annual charge you will receive advice and support on employment related issues. You will have rapid and cost-effective access to our Chambers ranked specialist employment law solicitors:

- Only £500+ VAT annual fee to join
- Your first 2 hours of advice free of charge
- A named solicitor contact
- Free regular employment law updates
- 15% discount off our published hourly rates for all employment law advice after first 2 hours
- Preferential 20% discount for you and your employees at our seminars

### RETAINER PLUS SCHEME

Our Retainer Plus Scheme is a bespoke, comprehensive package tailored to your business which also includes:

- A full review of your employment procedures and documentation
- Employment dispute insurance to cover the costs of defending Tribunal claims.

The scheme will give you peace of mind with financial protection if an employee makes an employment tribunal claim, such as unfair dismissal or discrimination. It will also cover the costs of awards, settlements and pursuit cover to enforce post termination restrictions against employees.

The insurers supports the advice that we give, so there is no need to refer back to them for constant approval at each step of the process, as is often required under separate liability insurance schemes.

**Contact Judith Curran or any of our team overleaf for more details**

