

EMPLOYMENT HR Support for Medical Practices



Clarkson Wright & Jakes
Solicitors and Notaries

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

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.

EMPLOYMENT RETAINER SCHEME

As a good employer, you naturally want to comply with every aspect of employment law –but when you’re busy running a practice, keeping up to date with regulations can be complicated and time-consuming. Failure to observe current legal requirements can lead to disputes, disruption and financial penalties, with consequent damage to the reputation of your practice. At CWJ, we provide you with a free employment law helpline to answer your basic employment questions. For practices that need assistance with more complex matters, we have introduced two comprehensive cost-effective retainer packages.

Retainer Scheme

The annual fee to join is: £600+ VAT

Contains the following:

- Your first 2 hours of advice free of charge
- A named solicitor contact
- 15% discount off our published hourly rates for all employment law advice after first 2 hours

Retainer Plus

The annual fee to join is: £700+ VAT

Contains all the Retainer Scheme benefits plus:

- Employment dispute insurance to cover the costs of defending Tribunal Claims

For an additional fixed fee, we can provide a full review of your employment procedures and documentation.

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

