

FREDERICK
SOLICITORS

Employment Law and HR Support



Welcome to Frederick Solicitors

Your business can benefit from the expert Employment Law and services that **Frederick Solicitors** provides UK businesses. We focus on ensuring that your organisation has in place a structure of rules, policies and procedures which ensure that your business is compliant with current legislation and its legal obligations. This not only reduces your risks and costs but also leaves you free to concentrate on the development, growth and success of your business.

Our Principle is dual-qualified as a Barrister and a Solicitor-Advocate and has had a successful legal career spanning two decades, during which he has successfully advised and represented Local Authorities; individuals and companies before the Employment Tribunals on a wide range of matters including unfair dismissal, breach of contract and discrimination and has advised clients' on a whole range of Employment Law issues, such as TUPE, reorganisation, contracts of employment, equal pay and absence management.

It could be that you need to solve a current issue or plan an effective employment strategy. Either way you want answers you can rely on. Answers that reflect your business objectives and practical solutions that you can put into place quickly and successfully. We are dedicated to provide you with exceptional assistance whenever it is needed.

Stressed?
Overwhelmed?



Here at **Frederick Solicitors** our focus is on providing you with the most effective, simple commercial solution no matter how complex or trivial the issue is that you face, leaving you free to concentrate on the development and growth of your business.



Frederick Solicitors provides fixed fee Employment Law and Human Resources services to businesses.

Frederick Solicitors will create a bespoke Employment Law solution, which is tailored to your organisation whilst at the same time building in the flexibility, which is necessary to accommodate the changing needs of your business.

Employment Legislation is complex, restrictive and mobile. It is extremely difficult to obtain definitive, accurate, up to date, commercial support when dealing with issues relating to these areas of the law.

The legalities are undoubtedly important when dealing with employment issues but it is the quality and detail of the evidence available and the procedure followed that will ensure success when defending against litigation.

Frederick Solicitors can provide clients with bespoke policies that will not only comply with the law but introduce best practice and allow the business to focus on its core objectives without disruption. In fact our research shows by investing in these key areas can improve organisations efficiency and actually save significant amounts in various areas of the business.

Fixed Fee Employment Law & HR Service.

For a fixed monthly or annual fee **Frederick Solicitors** will: -

- Manage your organisation's employment law problems.
- Provide support, guidance and policy documentation in key areas such as employee handbooks, management control, appraisals and personal development.
- Ensure that your organisation complies with UK employment law.
- Defend Employment Tribunal Claims that are made against your organisation.
- Pay legal fees and Compensation in the event of an unsuccessful defence*.



HR / Employment Policy Service

Frederick Solicitors knows how important it is to ensure your organisation's policies and procedures meet ever-changing legal requirements and with legislation changes now occurring twice a year it is important that you are kept up-to-date and ahead of the law.

At the outset, **Frederick Solicitors** will conduct a review to ensure that all necessary systems and procedures are put in place to provide the essential framework for managing our clients' employment practices. The review will include a review of the main policies and company handbook to ensure legal compliance with current and forthcoming legislation. Best practice, culture and company objectives will be taken into account during the review and **Frederick Solicitors** will recommend any necessary changes to existing documentation.

Frederick Solicitors will: -

- Assess any employment documentation and practices within your business
- Develop your employment documentation and practices from recruitment to dismissal
- Prioritise objectives according to your resources and introduce any Documentation you may need in order to work more efficiently
- Guide you with implementation
- Produce an employee handbook for your employees
- Provide ongoing assistance and advice to help you manage employment issues effectively, whilst keeping your procedures and policies legal.
- Let you know in advance the nature and relative importance of the changes to your current documentation and your working practices
- Inform you about the way that change is to be introduced into your documents.

Provision of Personnel / Employment Law Documentation

Frederick Solicitors will produce all the documentation for a professional Personnel Management system covering all relevant and necessary Policy Documentation. The evaluation will require **Frederick Solicitors** to assimilate an in depth understanding of current procedures, company precedents and values. This will ensure that we put in place policies and procedures that not only completely conform to current legislation and best practice, but also support your business objectives across all values.



The following overview is not exhaustive and is tailored to each client company:

Personnel Management

Documentation/ records to provide for efficient work arrangements including:

- Statements of Main Terms
- Applications for Employment
- Offer and Rejection Letters
- Induction Records
- Holiday Requests /Entitlements
- Self-Certification Records
- Sickness Records
- Disciplinary Records
- Exit Interview Documentation
- Equal Opportunity Policy

Employee Handbook

Covering the following topics:

- Holiday Entitlement & Conditions
- Sickness/Injury Payment & Conditions
- Benefits
- Safeguards
- Standards
- General Information & Procedures
- Disciplinary Rules
- Dismissal Procedures
- Grievance Procedures
- Appeal Rules & Procedure



Employment Tribunal Management Service

The Employment Tribunal Management Service includes the preparation and submission of ET3, drafting list of documents, schedule of loss and witness statements, preparation of bundle of documents, negotiation for settlement, attendance at directions and interlocutory hearings, including preparation and representation in the Employment Tribunal and Employment Appeal Tribunal.

Frederick Solicitors specialises in Tribunal Representation throughout the UK. Our success rates in hearings is over 95% where **Frederick Solicitors** provided advice. We deal with a wide variety of cases including unfair dismissal, sex, disability, race discrimination, redundancy consultation and payments, TUPE, working time issues, maternity rights, statutory guarantee payments and equal pay.

Management includes:

- Initial assessment of case as presented by claimant in the ET1
- Drafting and submission of ET3 following instructions and approval by the company
- Dealing with correspondence from the Tribunal office, the claimant or the claimant's solicitor and/or others involved in the proceedings, such as second and third respondents
- Reviewing the case with company management
- Conciliation and negotiation of settlement with ACAS, where appropriate
- Preparation of witness statements and bundle of documents
- Preparation of Hearing, including research of relevant case law and drafting of skeleton arguments
- Representation at Substantive Hearing
- Consideration of the Tribunal decision and advice regarding any grounds for appeal from either claimants or respondents
- Negotiation and drafting of compromise agreements

Insurance Indemnity*

The service includes an insurance indemnity, underwritten by an authorised Insurance Company. It provides that should a client contact our advice service and follows the guidance offered; they are indemnified against the legal representation costs incurred in resisting Employment Tribunal claims. In addition, it will fund awards and settlements at Tribunal, subject to advice being taken and followed, up to a maximum of £100,000 per claim and a total £500,000 per annum.



Advice Line

The **Frederick Solicitors** Advice Line operates between 9am to 5pm. In addition, you can be provided with an emergency contact number should you require urgent advice outside of office hours or at the weekend. The Advice Line provides instant guidance in resolving all kinds of employment law issues and problems.

Accessed either via telephone or e-mail, the Advice Line provides dedicated resources with a wealth of experience in managing Human Resources. Our specialists deal with problems using a commercial and practical approach while adhering to legislative duties. If called upon they have due diligence expertise, policy development skills and are individuals with significant experience of planning and managing major organisational change programmes.

By providing operational managers with access to the **Frederick Solicitors** advice line, simply by picking up the phone, managers can obtain help and information that will ensure that the situation is resolved quickly and effectively.

We have a range of draft and standard letters to assist with more routine circumstances or we will assist in the creation of bespoke documentation to address more unusual or unique situations.

The consistent approach provided by our Advice Line provides the perfect vehicle for dealing with sensitive issues whilst still maintaining uniformity of Company Standards, paramount in ensuring that an organisation is acting fairly when looking to reduce wastage. A record is completed for each advice request, detailing the aspects of the query and a summary of the response.



Training and Development

We can also provide on request line management and employee training. Currently we have a range of training programmes, which covers areas such as: Handling Discipline/Disciplinary Hearing and Dismissal, Recruitment & selection, Harassment and Bullying, Absenteeism, Appraisals, TUPE and Basic Employment Practice.

The training is delivered as half or full day workshops. These sessions are normally conducted at your office or by Webinar. From experience we have found that when combined with the roll out of the contract, the adoption of training workshops provides not just a useful development tool for our client's key personnel but an effective organisational change management initiative. Membership of our Employment Law Support service entitles you to a discount of all training.



For total peace of mind call 0113 513 2047