

forbessolicitors.

in **House** *HR*

Introduction

Employment law changes frequently and we support clients in keeping up-to-date, understanding their obligations and reducing expense through managing risks.

Employees are increasingly aware of their ever-growing rights and it is all too easy to make small mistakes that can have large consequences.

Defending employment tribunal claims and meeting awards of compensation can be expensive.

Our team of employment law solicitors have years of experience in dealing with the various issues that arise from being an employer, working with a range of different businesses.

Our comprehensive service includes HR & employment advice, employment tribunals, project support, training, corporate support and covering compliance costs.

Our clients tell us that they appreciate insightful, pragmatic and outcome-driven advice in plain English, and that is exactly what we deliver.

Building relationships is important to the way we work, working with our clients rather than for them.

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HR & EMPLOYMENT

Advice

HELPLINE | INVESTIGATIONS | DISCIPLINARY | GRIEVANCES

The continuous management of employment issues within your organisation is essential to minimise your exposure to tribunal claims and ensure compliance with legal and regulatory obligations. The Employment and HR Team at Forbes has considerable experience in making employment law work for your organisation.

When issues with employees arise, we can support and advise in relation to any necessary day-to-day support on ad hoc queries. By acting quickly and decisively with the commercial needs of your organisation in mind, the risk of disputes escalating to tribunal can be minimised, reducing the cost and potential disruption to your business.

Our Employment and HR team provides practical advice and support in respect of:

- Legal aspects of recruitment;
- Statements of terms and conditions of employment;
- Policies and procedures;
- Equal opportunity issues relating to sex, disability, race and other forms of discrimination;
- Termination of employment - conducting disciplinary investigations and hearings, redundancies and severance payments;
- Grievances and harassment claims;
- Pensions;
- GDPR and Subject Access Requests; and
- Remote and Home Working.

Our Employment and HR Helpline provides immediate access to our skilled employment law solicitors. Prompt and effective action in relation to employee issues often prevents matters escalating unnecessarily and our helpline recognises the need for your organisation to have easy access to comprehensive and commercially minded advice. Our helpline enables our solicitors to become an integral part of your organisation's HR team, and ensures that any relevant issues are addressed and managed in a timely way. It is an essential tool for your business to run as effectively as possible.

“The service offering at Forbes is of outstanding quality and value and has consistently exceeded our expectations. The Employment team are reliable, supportive and efficient, providing practical solution-focussed advice. They have been flexible and helpful in all matters and are regarded as a valued extension to our team.”

Kathryn Robinson, Head of HR, Accrol Papers



Employment Tribunals

With the removal of employment tribunal fees, it is more important than ever to ensure that your business is properly equipped to deal with claims.

Forbes has over 50 years' experience of successfully representing our clients at employment tribunals, employment appeal tribunals and at the High Court. Tribunal cases form a core element of the day-to-day work dealt with by our Employment and HR Team and, as a result, we have extremely experienced tribunal advocates within the team. We work closely with our dispute resolution team relating to any claims outside of the tribunal jurisdiction.

Our strong track record of representing commercial clients at tribunal includes claims for discrimination, whistleblowing, unfair dismissal, and unlawful deductions.

We can agree fixed fees for tribunal cases based on the stages involved in a case right through to the hearing.

CORPORATE

Support

We regularly provide corporate support to companies undergoing transfers, mergers and restructures. Our specialist team can guide your organisation through the employment implications with minimal disruption to your business.

We provide planning advice and support prior to a transaction commencing, operational guidance and support throughout the process, and responsive and effective troubleshooting should any issues arise. Working closely with our corporate team we provide commercial, streamlined support throughout a transaction.

Our fee earners are also experienced advisors to organisations seeking to reduce their workforce. We can guide your organisation through the redundancy and consultation procedure, streamlining the process, keeping costs to a minimum and ensuring compliance with legal obligations throughout.

Our Employment and HR team provides practical advice and support in respect of:

- TUPE;
- Revision of terms and conditions of employment;
- Redundancy - collective consultation, selection procedures ensuring compliance with discrimination legislation, voluntary redundancy and mutual agreement terminations; and
- Employee and employer exposure to obligations around Data Protection (GDPR), Freedom of Access to Information and Remote and Home-Working.



Training

We have considerable experience providing tailored training sessions to commercial clients to ensure organisations are aware of and equipped to manage developments and legal issues affecting their operation.

We provide a range of training, tailored to your business' needs, covering areas such as:

Conduct and Capability

This interactive training is designed for any delegates dealing with staffing issues, and can be pitched at different levels depending on the requirements of the individual client. It is heavily interactive and involves a role-playing session in order to illustrate the potential pitfalls and problems that management can encounter on a daily basis in dealing with conduct and capability matters.

Appeals Handling

A session aimed at those delegates involved in dealing with appeals against disciplinary/grievance matters. It provides an overview of the importance of the appeals process, looking at relevant case law and providing genuine hands on tips to deal with regular matters and particular problems that arise at disciplinary appeals.

Contracts, Redundancy and TUPE

This provides you with an overview of the provisions of contracts of employment; the position in relation to potential variations of contract, the impact of redundancies and the impact of the Transfer of Undertakings (Protection of Employment) Regulations 2006. As with all our sessions, this can be tailored to fit individual needs and is aimed to provide a general overview of the various provisions in order to give delegates a grounding in the relevant principles.

Equality and Diversity

Designed to highlight the impact of the Equality Act 2010 on the workplace, this explains the various legislative provisions. It references most recent case law in order to give employees a full flavour of the need to be aware of equality and diversity issues in the workplace.

General Updates

A general update session that can be run on a six monthly or yearly basis in order to provide those dealing with HR matters with a general update of the changing and evolving employment law.

Mock Tribunal

There is a choice of two Mock Tribunal cases, discrimination or unfair dismissal. This is aimed to provide delegates with an insight into the tribunal forum and aims to be as realistic as possible. It encourages delegates to be involved in the decision making process in order to highlight the potential issues that regularly arise in an employment tribunal.

Our aim is to create awareness and enhance each client's legal knowledge as far as possible; providing clients with the tools to avoid legal issues arising, in turn reducing legal costs, exposure to claims and time wasted internally dealing with legal problems.

Social Media in the Workplace

The prevalence of social media has created a complex series of problems for employers involving considerations of productivity in the workplace, bullying, discrimination, data protection, privacy and reputation management. This training session highlights the various issues of concern for clients and offers guidance and practical advice for managing employee's behaviour on social media.



Project work

From time to time, it may be necessary or appropriate to appoint external, impartial individuals to investigate grievances or disciplinaries, conduct hearings or appeals. Our team regularly provide solicitors to clients to conduct such project work, working independently of the solicitor advising on the legal aspects of the process.

Our team also assist clients with holding meetings with employees during consultation processes, whether during restructures/ redundancies or during transfers of employees under TUPE.

Getting it right during such meetings with employees is critical and our team prides itself on its pragmatic and professional approach. The individual supporting you in the process is also then an important witness for you, should an employment tribunal claim be brought.



COVERING COMPLIANCE

Costs

Employers can opt for additional insurance cover for Legal Defence, Compliance and Regulation.

These sections of the insurance policy (where selected) cover legal costs to defend a criminal investigation and/or formal enquiries by the police, a health & safety authority or another body with the power to prosecute you.

This includes a claim against you for compensation under the Data Protection Act 1998 (or GDPR) and compensation awarded against you provided that you are registered with the Information Commissioner and have reasonable prospects for successfully defending yourself.

The cover would not include any fines/penalties that could be levied against you, costs associated with a routine inspection by a regulatory authority or a fee for Intervention.

Further information is in the full policy document, which can be obtained from a member of our team.

PRICING / *Packages*

All of our packages and pricing options are tailored to the needs of our clients to ensure the best value and quality service to meet individual client solutions and outcomes.

Hourly Rates

We offer competitive hourly rates to help you plan and stay within your budget.

Project Specific Fees

We can provide agreed fees calculated based on a specific piece of work, project or bespoke training session.

Retainer Packages

Assurance that the legal costs are covered.

We understand the importance of budgeting and offer bespoke retainer packages tailored to your company's requirements so that you only pay for what you need.

Our packages can include all or some of the below areas:

- Handling employment tribunal claims
- Support with any projects such as restructures or redundancies
- Advice on areas such as investigations, capability, sickness, discipline and grievance, including the use of a helpline
- Drafting recruitment material including advertisements, contracts, policies and procedures
- A range of training options
- Corporate support
- Legal cover for tribunal claims.

our Vision



A firm
with a
difference

A firm with
real
people



We are a firm for
everyone

Together
we
stand out

our Values

We are a standout firm



We excel

We live and breathe ideas, improve and innovate

We are passionate

We provide solutions and get results

We engage

We recognise the part we all play

We listen

We work with you to be the best

We are fair

We base our decisions on our values

We are open, honest and consistent

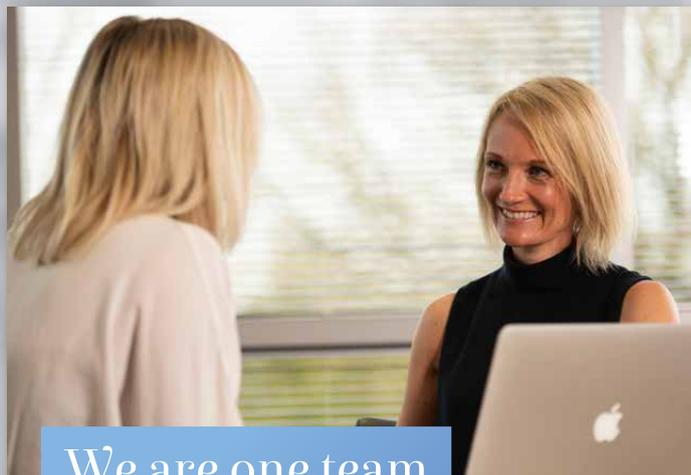
We respect everyone and value diversity

We are real people

We are friendly and approachable

We are straightforward, genuine and practical

We are all individual



We are one team

We succeed and grow together

We communicate, support and trust each other

Together we are the difference

Together we are **forbes**

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