

Palmerslaw

# Employment Services

Moving forward  
together >



## Take advantage of our years of practical experience in helping businesses with employment issues.

At Palmers Law, our specialist employment team aims to support businesses by helping them avoid misunderstandings and disputes. By doing so, we assist in lowering the risk of successful employment tribunal claims and ensure compliance with all of the latest legislation.

We do not impose hefty audit fees or expensive retainers as a necessity but, instead, give businesses the freedom to choose exactly which services they require, allowing them to set their own budget for bespoke legal assistance to complement their in-house resources.

This brochure outlines in more detail the services we provide, which can be purchased for a range of reasonable fixed fees.

For more information and guidance, please contact us.



# Document audit

Employment law is constantly changing and so your employment contracts, policies and procedures must change with the law if you hope to avoid disputes.

At Palmers Law, we also appreciate that your employment documentation should be suitable for your business needs, so we pride ourselves on finding solutions that are focussed on your commercial objectives as well as being compliant with the law. With this in mind, we can carry out an audit of your existing employment documentation and help you with any changes which are necessary to ensure compliance with the minimum legal requirements.

Where required, we will suggest amendments to bring your employment documents up-to-date and recommend new policies and other improvements which are designed to give your business more flexibility and wider protection.

“ With Palmers Law, I have a team behind me that I have total confidence in and which provides good advice...”

Chris Bowhay  
Cartamundi UK Limited

# Helpline

For a fixed monthly price, you can have access to telephone advice from our expert solicitors to help your business deal with any employment issues swiftly and effectively.

Whether you have a quick query about employment rights and rules, or need more detailed guidance about best practice or a dispute, our specialists are here to help.

# Disciplinary and grievance procedures

The ACAS Code of Practice sets out the principles of what the employer and employee should do to achieve a reasonable standard of behaviour.

The code encourages employers and managers to step in informally at an early stage to defuse tension between employees, or employees and more senior staff, which could lead to a grievance. In this way, the problem can be resolved before more formal disciplinary procedures have to be used or a grievance is lodged.

Should the issue reach an employment tribunal, the tribunal will consider the procedures that have been followed and whether a failure to follow the code was unreasonable.

Your business should have its own disciplinary and grievance procedures to help you resolve such issues in-house. At Palmers Law, we can advise you on these procedures to ensure that they are up to date and legally compliant, or help you draft new procedures if you need them. We can also assist in dealing with issues as they arise.

# Basic and advanced employment contracts

It is a legal requirement that employers provide employees with a written statement of their main terms and conditions of employment. At Palmers Law, we believe that watertight employment contracts are essential for your business.

Minimum requirements include the name of the organisation and the employee, the date on which employment started, the pay and hours of work, holiday, and sick leave entitlement. Contact us for further information on other compulsory inclusions and for advice on optional aspects, such as the right to change an employee's duties, place of work or hours.

For employers who are preparing a contract for a senior employee, we may recommend extensive additional clauses, dealing with intellectual property, confidentiality and restraint of trade, for example.

Our expert solicitors can provide your business with a professionally drafted basic or advanced employment contract for a fixed fee. For more information and guidance, please contact us.



# Settlement agreement

A settlement agreement is a legally binding arrangement between an employer and an employee, which sets out the financial and other terms on which they will go their separate ways.

In essence, such agreements include a severance payment made by the employer in return for the employee agreeing not to bring certain legal claims against the employer.

There are various circumstances in which a settlement agreement may be proposed, including redundancy, mutual agreement, dismissal or to settle an employment tribunal claim.

Once a settlement agreement has been signed by an employee, they accept the terms as a full and final settlement. As a result, they waive their rights to bring an employment-related claim against the (former) employer.

At Palmers Law, we have the expertise required to prepare and advise on settlement agreements, including negotiating the final terms. For more information and guidance, please contact us.

“*Rowland Hall is happy with the way Palmers Law has advised us, so we are always happy to recommend the company, as it is important people get good advice.*”

Richard Snoxall  
Rowland Hall

# Bespoke staff handbook

When a new employee joins your business, it is important that they understand the policies and procedures that help you to run that business.

Many employers now provide new employees with a staff handbook when they start work, which brings together information on a wide range of relevant issues, from absence and alcohol abuse to data protection, discipline and grievance procedures, employee monitoring, holidays, staff development and stress management.

Putting in place a staff handbook that sets out all of the policies and procedures applicable to employees means everyone knows how situations should be handled and what is expected of them, which helps the business run smoothly.

At Palmers Law, we have the expertise required to prepare and advise on staff handbooks tailored to your business needs. For more information and guidance, please contact us.

“*The team at Palmers Law has a very professional approach and they make me feel like their only client. Their other work doesn't get in the way and that is a nice feeling.*”

Matt Bache  
HBC Group

# Document packages

## Start-up package

Our start-up package includes a contract for a junior employee, a contract for a senior employee, and disciplinary and grievance procedures.

If you are running a fledgling business or have no employment documentation in place, our start-up package will give you the tools you need to manage the employment relationship between the business and its staff, all for a reasonable fixed fee.

## Template redundancy letters

This fixed fee package includes a letter informing employee/s that their position is at risk of redundancy and why, a letter inviting employee/s to an individual consultation meeting to discuss their situation, and a letter of dismissal for the people being made redundant.

## Template disciplinary letters

This fixed fee package includes a suspension letter to prevent the affected individual attending the workplace while investigations are completed, a letter inviting the individual to a disciplinary hearing to discuss the allegations against them and the supporting evidence, and a letter to inform the individual of the decision made following the disciplinary hearing.

For more information and guidance, please contact us.





# Palmerslaw

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## Rayleigh

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Rayleigh,  
Essex, SS6 7QA

☎ 01268 988488

## South Woodham Ferrers

Prospect House, 1/3 Brickfields Road,  
South Woodham Ferrers,  
Chelmsford, Essex, CM3 5XB

☎ 01245 322111

## Thurrock

Ascension Chambers,  
Fleming Road, Chafford Hundred,  
Grays, Essex, RM16 6HH

☎ 01375 484444

## Commercial Hub

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Christopher Martin Road,  
Basildon, Essex, SS14 3EZ

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