

**THOMPSON
SMITH AND
PUXON** EST 1879

**SOLICITORS FOR
INDIVIDUALS
AND BUSINESS**
tsplegal.com



Sam Welham (left) pictured with Richard Porter

TSP Employment Law Retainer Agreement

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Lexcel
Legal Practice Quality Mark
Law Society Accredited

Thompson Smith and Puxon (TSP) provides a range of legal services to business clients, organisations and individuals. Our skilled and experienced teams have specialist legal knowledge and expertise across a broad spectrum of the law. We continually invest in staff development and new technologies, and are responsive and adaptable to client needs.

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SERVICES FOR INDIVIDUALS

For private individuals we have a team of specialists to guide clients through what in many circumstances can be confusing and stressful times

CLINICAL NEGLIGENCE | DISPUTE RESOLUTION
EMPLOYMENT | FAMILY AND DIVORCE LAW | PERSONAL INJURY
RESIDENTIAL PROPERTY | WILLS AND ESTATES

SERVICES FOR BUSINESS

TSP has a highly experienced team of commercial lawyers. We advise businesses of all sizes across all sectors, national, international and regional. The relationships we develop with our business clients ensures a true partnership approach exists with a focus on achieving our clients' end objectives.

AGRICULTURE | COMMERCIAL PROPERTY
CORPORATE AND COMMERCIAL | DISPUTE RESOLUTION
EMPLOYMENT | LICENSING

We are committed to providing an excellent level of service and adding value to the service which we provide, so if you are looking for legal advice for you, your business or your family please do get in touch with TSP.

Richard Porter

Director and Head of Employment

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WHAT IS THE TSP EMPLOYMENT LAW RETAINER AGREEMENT?

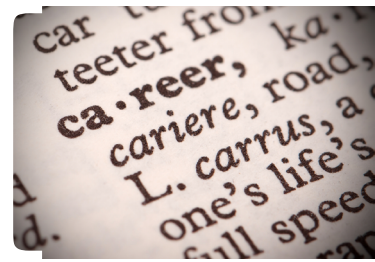
The TSP Employment Law Retainer Agreement is designed to prevent difficulties occurring. As part of your retainer service we provide you with regular legal updates and invite you to workshops to discuss issues that are commonly encountered in the workplace. We encourage you to consult us before you make or implement decisions so that we can help you get it right from the start. We guide you through the procedures and implementation of outcomes and help you deal with issues. The service aims to be inclusive and to provide you with the employment law advice and assistance you need in the day to day management of your business.

KEY FEATURES OF THE AGREEMENT

- You will be supported by qualified solicitors who specialise in Employment Law support to HR professionals, managers and business owners. We have the benefit of comprehensive on-line resources, a library of precedent letters and documents and years of experience. Whatever the problem, we are likely to have seen it before
- We visit you at your place of work to familiarise ourselves with your working environment so that you know us and we know you
- Unlike call centre alternatives, we do not operate a box-ticking exercise. We take the time to understand the issues and your objectives and to explain the options and their risks and benefits. The decision on how to proceed is yours
- Our telephone advice is confirmed by email and we will provide you with draft letters and documents appropriate for your needs
- The Retainer Agreement is provided at a flat monthly cost within your budget. This avoids the unbudgeted spikes which occur where there is no Agreement in place
- You can decide whether to have our retainer advice and support service by itself or whether to add insurance to cover Employment Tribunal legal costs and awards. If you have both, you will effectively transfer the cost risk of employment support and litigation away from your business
- There is no tie-in. Although we hope to have a long term relationship, if it is not working for you, you can give notice under the Retainer Agreement and the Agreement will end. This contrasts with call centre alternatives whose customers often find that they are tied in for four years or more, often at exorbitant monthly rates
- We undertake a free legal audit of your handbooks and contract each year as part of the Retainer Agreement service



- We provide you with our monthly business briefing which keeps you up to date with developments in Employment Law
- We host regular Employment Law workshops to which all our Retainer Agreement subscribers have priority invitations
- Our Employment Team is part of a full service legal practice and when the need arises we can refer you to experts in other fields, such as our Company and Commercial Team who can prepare shareholders' agreements or share option agreements for example, or our Debt Recovery and Civil Litigation teams



WHY SIGN-UP TO THE TSP EMPLOYMENT LAW RETAINER AGREEMENT?

Every employer will encounter employee-related issues from time to time. Issues may relate to any number of problems including poor performance, poor health, disability, harassment, reasonable adjustments, misconduct, holidays, working time, business re-organisation, redundancy, lay off's, short-time working, variation of terms and conditions, personality fit etc. The potential issues are legion. If you need legal advice and you have not joined a Retainer Agreement Scheme the legal costs can escalate very quickly. These costs are often unbudgeted and create an unwelcome spike in business expenditure and a significant distraction for managers from core activities.

The solution is simple. It is to join the Thompson Smith and Puxon Employment Law Retainer Agreement. For a flat monthly fee we will advise you from the outset to prevent difficulties arising and, if they do, will advise and support you through to their conclusion. Not only is it cost efficient, but it also spreads the cost over the year and caps your exposure to Employment Law costs.

Legal 500

The Employment Team at TSP is ranked among the top 4 practices in Essex by the Legal 500, and Richard Porter, who leads the team, is a Legal 500 recommended lawyer.



WHAT IS INCLUDED?

If you are considering a TSP Employment Law Retainer Agreement we will undertake a free review of your employment contracts and staff handbook and advise what, if any, remedial work needs to be undertaken to comply with the law and the cost of undertaking that work for you as, before the Agreement can commence, your employment documentation must comply with current Employment Law.

The Retainer Agreement covers advice and assistance on all matters which are capable of being considered by an Employment Tribunal, including:

- disciplinary and grievance procedures
- equality, discrimination and related issues such as reasonable adjustments
- bullying and harassment issues
- management of poor performance
- managing exits
- redundancy procedures
- holidays and working time
- TUPE advice

Consultations may be by personal appointment, exchange of email or telephone. We will confirm our advice in writing, and ghost-write letters for you to send. The Agreement includes the preparation of simple settlement Agreements based on our library precedents.



There is no limit to the number of enquiries you may make. We are pleased to offer guidance throughout a procedure. We are experienced and able to advise on all Employment Law issues you are likely to be faced with in the day to day running of your business. However if you encounter a particularly complex issue where external specialist advice is required, the Retainer Agreement does not cover the cost of obtaining that advice.

WHAT IS NOT INCLUDED?

1. Any work required before the Agreement commences to bring your employment documentation into line with current Employment Law.
2. Whilst we are happy to provide you with copies of some documents from our library and to make minor changes to the library documents to adapt them to your needs, the Agreement does not cover bespoke or detailed drafting of documents (in respect of which a separate costs estimate can be provided).

3. “On record” legal correspondence. We will advise you in relation to correspondence and draft letters for you to send, but letters from this firm to employees or third parties are outside the scope of the Agreement.
4. Counsel’s Opinion in complex cases.
5. Matters which are not capable of being considered by an Employment Tribunal.
6. Work in relation to Employment Tribunal proceedings. Such work may be covered by your insurers if you take out insurance to cover Employment Tribunal legal costs and awards.



(Richard Porter is pictured with Mary Anne Fedeyko who leads the TSP Business Services team. Mary Anne can be contacted for advice on all Corporate and Commercial matters.)

THE THOMPSON SMITH AND PUXON EMPLOYMENT TEAM

The Lexcel-accredited TSP Employment Team, headed by Richard Porter, provides a broad spectrum of legal advice and guidance on all aspects of Employment Law, (for example, unfair dismissal, maternity, discrimination and minimum wage). Whether you're a sole trader or a public limited company, we can advise on everything from employer responsibilities and documentation to employee disputes.

Our team of solicitors will work closely with you and your business to help ensure that all aspects of your business are operating to the current legal requirements, providing practical advice on a wide range of policies and procedures.

When employment problems arise, we will provide you with the advice and recommendations designed to minimise the impact on your business, and work proactively with you for a quick resolution.

With constant change in legislation, we ensure our team members are kept up-to-date in order best to support and protect your business. Our flexible and approachable style means that we can easily fit in with the needs of your business and quickly become a seamless extension of it.

Richard Porter

Director and Head of Employment

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CLARITY IN EVERYTHING WE DO

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This Firm is authorised and regulated by the Solicitors Regulation Authority under No. 56440 (Colchester office) and No. 56441 (Clacton office). A list of Corporate Partners of Thompson Smith and Puxon is available on our website tsplegal.com