



Employment Support Packages

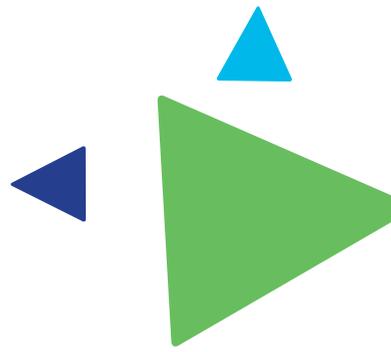


We offer a Platinum package which not only provides you with the peace of mind required for the day to day running of your business, but also includes strategic support for bigger projects and all at a competitive price. The package includes unlimited usage and access outside of normal business hours.

Our Platinum offering provides your organisation with the benefits of an inhouse lawyer combined with HR support. It is unrivalled in terms of dedicated tailored advice and designed to save your organisation thousands of

pounds in legal/consultancy fees and additional recruitments.

However, we appreciate that not all businesses are alike, and we recognise that this high level of support may be inconsistent with either your budgetary constraints or your current inhouse expertise. If you do not require this level of investment in legal/HR assistance then we also offer the HR Plus package, which has a capped usage and does not include strategic support.



We are familiar in dealing with the types of issue that you are likely to face

Why choose Wolferstans

Platinum HR

This package entitles your business to unlimited access (telephone, e-mail and virtual meetings) to our specialist solicitors in relation to any staffing matters. The majority of support tends to relate to disciplinary and grievances, performance management and capability, managing long term absence, handling flexible working requests and advice relating to entitlements and varying terms and conditions. However, subscription to the Platinum package also entitles your business to strategic support and even project management when it comes to those complex and more difficult projects such as restructures and redundancies or the removal of senior individuals.

Your dedicated solicitor will meet with you to ensure they understand your business and build a relationship of trust and understanding. We encourage open and honest conversations and will devote the time to develop the relationship, understand your ethos, values and strategic aims. We recognise

the importance of having a trusted relationship and therefore invest time in getting to know our Platinum clients.

Typically, strategic support would include a face to face meeting with your decision makers where we ensure the risks, process, timescales, costs and next steps are fully understood. Just like an inhouse lawyer would, we will even provide a bespoke business case for a redundancy or restructure. We know that we can add real value when it comes to those tricky issues such as managing long term absence or underperforming staff and the removal of senior individuals.

If it is appropriate to have a protected conversation and offer an employee a deal to leave, we will advise you of this fact and where necessary conduct the negotiation once another solicitor is involved. For the avoidance of doubt, the following services are all included within the platinum package;

- unlimited HR/employment law support;

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- drafting and approving of letters/ documents;
 - negotiations and consultations with unions;
 - bespoke drafting and negotiation of settlement agreements’
 - support to your internal HR team including briefings and guides for internal hearings;
 - legal updates;
 - drafting/reviewing policies and contracts;
 - access to our online Policy Portal where you can download polices and other useful documents.

Signing up to our Platinum package will also mean you have the benefit of a guaranteed two-hour response to enquiries marked as urgent, and will entitle your business to bespoke training at least twice per year.

HR Plus

Our HR Plus package is designed for businesses who require a lower level of support but still want to know they have the benefit of fixed fee advice that they can call on throughout the year. The advice is capped at two hours per month and does not include strategic support or project management. It will however include all day to day support including handling disciplinarys



and grievances, managing long-term absence, handling flexible working requests, advice relating to entitlements and varying terms and conditions in addition to supporting you through any redundancy or restructuring projects. If you require support over and above the 2 hours, we will offer the support at reduced hourly rates.

Our Approach

The advice we offer is pragmatic. We put ourselves in your shoes and offer advice that is best for the business as a whole, not just to comply with legal obligations. Each of our clients is allocated a specialist solicitor who will act as the key contact. The key contact will be supported by other members of the team, but it will be that advisor who will form close links with the named individuals at your business so that they become familiar with your approach and ethos.

We offer a solutions based approach. We will identify your objectives/ preferred outcome, analyse the issues, assess the risks, present suitable options (which will vary dependent upon the attitude to risk/cost in a given situation) and then resolve the issue. This usually entails an initial consultation (either face to face or virtually) telephone consultations and an exchange of emails, followed by drafting and approving letters.

The only areas specifically excluded from the Package are; employment

tribunal claims and redundancy or TUPE exercises involving 20 or more employees.

Our Experience

Our Employment Team has years of experience advising a range of local businesses; from sole traders and small partnerships to owner managed businesses and some of the largest employers in Plymouth.

The Team are well known throughout Plymouth and have an established and solid reputation for providing clients with what they need, in terms of HR and employment law support. We are familiar with dealing with the types of issues that you are likely to face, whether that be managing long term absence, underperforming staff, complaints and grievances or requests for flexible working. The Team are on hand to support you from the time the issue arises until it is concluded.

- **Cost Effective**
- **Value For Money**
- **Unlimited Support**
- **Dedicated Solicitor**
- **Your Own Inhouse Lawyer**
- **Accessible**

Key Contacts



James Twine
PARTNER & HEAD OF
BUSINESS SERVICES

James is an employment law specialist who acts almost exclusively for employers in relation to employment law and industrial relations. He is an experienced Tribunal advocate but spends the majority of his time delivering day to day employment law support to businesses throughout Devon and Cornwall ranging from sole traders and small owner managed business, to some of the region's largest employers.

James has a reputation for delivering pragmatic advice and solutions to his clients while maintaining strong and long lasting relationships. He specialises in the successful removal of senior individuals and cases involving confidential information and ex-employees setting up in competition.

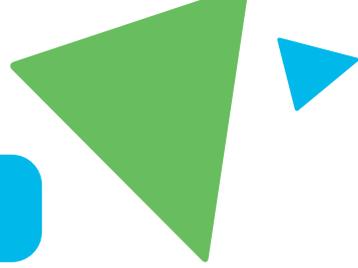


Victoria Sargeant
ASSOCIATE EDUCATION &
EMPLOYMENT SOLICITOR

Victoria provides support and legal guidance to businesses and employers across the region. She represents employers in employment tribunals with a pragmatic and dedicated approach.

Victoria delivers proactive legal advice on a wide range of employment issues and legislation and has a reputation for being approachable and establishing solid professional relationships. She regularly runs training sessions, legal update presentations and webinars for various businesses and organisations.

"Argyle Community Trust have had the pleasure of working with Wolferstans on a number of occasions, and their professional advice and support has been very helpful in assisting with many aspects of our work. They have provided a range of expertise in dealing with employment matters, issuing guidance and updates on the government's briefings through the coronavirus crisis as well as working with us on legal contracts for facilities and operations. We have been really happy with the services Wolferstans have provided to our charity and would recommend their services to other organisations who need support in any of the areas mentioned above." **Mark Lovell, Argyle Community Trust - Charity of Plymouth Argyle Football Club**



Steph Marsh
EMPLOYMENT SOLICITOR

Steph is an Employment Solicitor providing legal advice to both employers and employees across the Devon and Cornwall region. Steph advises on many areas of employment law issues and has represented clients in employment tribunals. Steph's in-depth understanding of the needs of her clients allows her to tailor her advice and provide a responsive and practical solution.

Steph regularly assists with the removal of individuals from their current roles and leads negotiations to ensure that her clients' best interests are protected. She has experience in advising on disability discrimination, redundancy situations, unlawful deductions from wages claims and data protection law.



Mara Cunha
EMPLOYMENT PARALEGAL

Mara is a Paralegal within the Employment team and is on hand to provide advice to both employees and employers on issues such as dealing with capability or attendance.

She provides support to James and Victoria with preparation of contracts of employment, service agreements, settlement agreements, tribunal work and letters and is on hand to assist with general enquiries.

"The University has been using Wolferstans as their Employment Solicitors for over 10 years now. The advice given is always practical and considerate of our working environment. We have dealt with many complex cases over the years and James is always able to navigate us through to reaching a fair outcome. James is very responsive when dealing with cases or raising new queries. So if you are looking for Employment Solicitors who are friendly, practical and responsive then I would highly recommend James and the team at Wolferstans." **University of St Mark and St John**

"Thank you Victoria for your excellent service. From our original meeting, right through to the conclusion of our staff contracts being signed, could not have gone smoother. The communication channels were always open and a prompt response was guaranteed. We look forward to working with you again." **Steve Lavis, Hyde Park Social Club**

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We can discuss with you how best to plan ahead in order to achieve your wishes. With appropriate and specialist help from our highly qualified solicitors, it is possible to put your mind at rest knowing that everything is in order.

OUTSTANDING LEGAL KNOWLEDGE WITH CONFIDENCE



This leaflet is for general guidance purposes only. Your solicitor will be able to provide specific advice based on your circumstances. Wolferstans has taken all reasonable care to ensure this leaflet was accurate on the date of publication.

