



we've got  
you covered

employment law  
& hr advice line

wilkin chapman llp  
solicitors

Employment law can be complicated and is ever changing. Whether you have a human resources team, or not, issues with employees can be extremely time consuming and challenging for any business.

## employment advice you can trust

Employment law and HR advice when you need it...

At Wilkin Chapman LLP we recognise that when you need help with employment law you need advice you can trust. Our employment and HR advice line provides just that, with professional advice from our team of qualified legal and HR experts.

With over 100 years' collective experience of providing advice to a wide range of employers and industry sectors, we can provide you with a service which helps to free your time to concentrate on the day to day running and future growth of your business.

The advice line gives you unlimited access\* to our approachable, knowledgeable and professional team every day of the working week.

## Your advice line service

The advice line is available to all businesses, whether you have under 5 or over 5,000 employees, and provides:

- Unlimited\* telephone and email advice from Monday to Friday, 9am to 5pm
- Opportunity to arrange face to face advice, if you prefer, at one of our offices
- Monthly emails, which contain important employment updates
- Updates to ensure your employee handbook is kept up to date with changes in employment legislation

## Specialist advice tailored to your business needs

Our advice line provides you with access to expert advice on all employment law and HR issues, including:

- A dedicated employment law and HR advisor
- Employee disciplinary procedures
- Employee dismissals
- Dealing with employee grievances
- Contracts of employment
- Redundancy
- Business reorganisation
- Changes to terms and conditions of employment
- Employment tribunals\*\*
- Health and safety prosecutions\*\*

\*Unlimited advice available between 0900-1700, Monday to Friday inclusive. \*\*Advice and representation on Employment Tribunals and Health & Safety prosecutions is included as part of the optional insurance cover. Without insurance cover, this advice is available at a reduced rate.

## A dedicated team of experts at your disposal

With our dedicated advice line service you will have immediate and unlimited access to one of our team of qualified and experienced lawyers.

When you sign up for our advice line you will be assigned a dedicated advisor with whom you will be able to build up an ongoing relationship. If for any reason your advisor is unavailable, there will always be another member of our specialist team who will be able to help you with your query.

## Your commitment

To access the full benefits of the advice line, we ask for a 12 month commitment from you. We are sure you will find the service invaluable and we hope that you will want to remain with us; however you are free to leave after one year.

## What it will cost

The advice line service is available for a fixed annual fee which is calculated according to the number of employees in your organisation, for which you will be charged a fixed monthly rate.

If you choose the fixed price option, it is a condition of this service that you have up to date contracts of employment and an employee handbook.

If yours are out of date, or you do not have any in place, we will quote you a one-off fee for providing tailored contracts and a handbook which will be suitable for your business.

# additional support for your business

## Health, safety and welfare advice

Health and safety affects every business regardless of size or the number of employees. With our health, safety and welfare support service you have the option to have direct access to our expert health, safety and welfare consultant as an added benefit to the employment law and HR advice line.

Our specialist health, safety and welfare consultant can visit your premises and undertake a thorough gap analysis of your management systems. A full written report of the findings will be provided and will highlight any system based deficiencies.

Once you have received your gap analysis report, you will have access to telephone advice on health, safety and welfare issues to help make sure you can meet your obligations.

Our professional consultant can undertake site based visits upon request at any location to confirm the implementation and effectiveness of your systems.

As a pro-active service our consultant is able to offer 'hands on' experience and knowledge in providing, where appropriate, a cost effective and proportionate resolution to your system or process deficiencies.

## Insurance cover - providing you with peace of mind

We can also provide you with competitive insurance protection<sup>†</sup> which covers the costs of:

- Legal fees incurred in defending disputes with current, former or prospective employees
- Compensation payable at Employment Tribunals

Also, if you choose to take the health and safety insurance cover, the insurance company will pay your legal fees in defending criminal prosecutions under health and safety legislation. If you decide to join the advice line and not to take the optional insurance protection, we can offer you reduced hourly rates for representing your business at Employment Tribunals and for Health & Safety prosecutions.

It is important that you take specialist advice and not wait for a claim before speaking to our team. Our advice service is a cost effective solution for your business and we are here to help you every step of the way.

## Contact us

For a no obligation quote, or to find out more about how our helpline can benefit your business, simply call us on:

Grimsby 01472 262626

Lincoln 01522 512345

Beverley 01482 398398

or email: [hradviceline@wilkinchapman.co.uk](mailto:hradviceline@wilkinchapman.co.uk)

<sup>†</sup> The insurance policy has been arranged by LFI Limited.

# our employment team



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Wilkin Chapman LLP is a limited liability partnership registered in England and Wales, registered number OC343261. A list of names of members of the LLP is open to inspection at the registered office: Cartergate House, 26 Chantry Lane, Grimsby, DN31 2LJ.

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