

JUST EMPLOYMENT LAW

employment law specialists

Annual Retainer Service

GLASGOW • ABERDEEN • MANCHESTER • LONDON

About Just Employment Law

The Company

Established to meet the needs of employers in the ever-changing and challenging field of employment law, the company comprises a team of employment law specialists.

Just Employment Law acts for its UK-wide client base from four offices located in Glasgow, Aberdeen, Manchester and London.

We provide unlimited access to our services, 24 hours per day, 365 days of the year.

Our aim is to provide clients with the highest standards of service whilst remaining cost effective.



The Team

Our practising Directors David McRae and David Reid have worked together in the employment law field throughout their professional careers. They have always passionately believed that fixed-cost, affordable employment law advice and support can be delivered to employers without compromising on quality. Just Employment Law is built upon this principle.



**David McRae –
Managing Director**

David is a well known employment law specialist. He qualified as a solicitor in Scotland and quickly established his reputation as a highly accomplished Employment Tribunal litigator. As well as having responsibility for the overall direction of the company, David plays a full part in advising and representing our retained clients. His formidable negotiation skills are greatly valued. David is also a regular speaker and commentator on employment law matters, providing a pragmatic perspective on many of the legal issues affecting UK employers today.



Gillian Cumming

Gillian divides her time between contentious and non-contentious work on behalf of clients. A solicitor qualified in Scotland, she has a particular interest in unfair dismissal and contractual disputes. Gillian is involved with the delivery of our retainer service and keeps clients updated with feature articles on employment law. She also maintains a portfolio of client litigation and has an excellent Employment Tribunal record.



Euan Smith

A solicitor qualified in Scotland, Euan specialises exclusively in the field of employment law and has experience of representing employers and employees at the Employment Tribunal. Euan is a key member of our legal team and plays an active role in the delivery of our retainer service to clients throughout the UK. Euan has presented to clients on a wide range of employment law issues affecting businesses. He also has a particular interest in the areas of the prevention of illegal working and the points based immigration system.



David Reid – Director

A solicitor qualified in Scotland, David concentrates exclusively in the employment law field. He has overall responsibility for the development and delivery of our retainer service to clients. His in-depth technical knowledge of employment legislation and his expertise in drafting contractual documentation ensure that our clients receive first class advice and support. David is also the editor of our website and e-based services.



Emma Grossmith

Emma trained in London and qualified as a solicitor in England and Wales before practising with large law firms in England and Scotland. She is experienced in advising clients on the full range of contentious and non-contentious employment law issues facing businesses today. Emma has a particular interest in TUPE and business reorganisation and plays an active role in delivering our services to clients based throughout the UK.



Gillian Melville

Gillian joined the team as a Trainee Solicitor in the Summer of 2010 and assists our solicitors across the full spectrum of contentious and non-contentious employment law advice and representation. With a particular interest in unfair dismissal and discrimination, Gillian quickly established herself as a key member of Just Employment Law's legal team.



Louise Elster

Louise joined Just Employment Law as a Trainee Solicitor in July 2010. Louise supports the legal team and specialises in producing bespoke contracts of employment, service agreements and employee handbooks for clients. As a regular contributor to our email updates and legal commentaries, Louise keeps clients up to date with developments and changes in employment law.

Annual Retainer Service

Overview

The service is co-ordinated by a dedicated Solicitor for each client and has four elements:

- Unlimited Employment Law advice
- Contracts of Employment and Employee Handbooks
- Documentation drafting and vetting
- Email updates

The cost for the service is fixed in advance. Payment can be made monthly by Direct Debit. The contract period is for a minimum of one year.

1. Unlimited Employment Law advice

We provide a bespoke personal service to retained clients who have unlimited access to our team 365 days a year for advice and assistance on all areas of employment law.

Advice is generally given by telephone and email, with face to face meetings when required.

Clients can authorise as many members of their management and HR teams to take advice as they so wish. We take the time to get to know the needs of each client and have extensive experience of delivering advice and assistance to all business sectors.

Our emphasis is very much based on quality of service and we strive to forge a strong relationship with each client right from the start. We never outsource any work. We give clear, practical advice which can be readily understood and acted upon by clients.

We recognise that different clients require different types of support. Whether you need basic guidance on appropriate employment policies and procedures or whether you are more concerned about strategic HR planning, our legal team will help you ensure that you meet the particular employment law challenges facing your organisation.

2. Contracts of Employment, Policies, and Procedures

At the outset, we carefully review all existing systems relevant to employment law including contracts of employment, policies, and procedures.

We liaise with management and HR personnel before providing clear, written recommendations on what changes are required.

We then redraft or amend all employment contracts and associated literature to best meet each client's precise needs. We are happy to tailor each contract to a client's exact specifications. Our contracts are drafted in plain English so as to be clearly understood by employers and employees alike.

Contractual and policy documentation is thereafter updated as necessary to comply with new legislation or changing client requirements.

3. Documentation drafting and vetting

We draft or vet all employment documentation for clients, *including*:

- **Disciplinary Letters**
- **Grievance Letters**
- **Compromise Agreements**
- **Consultation Letters**
- **Letters of Dismissal and Appeal**
- **Trade Union Correspondence**

4. Email updates

To complement on-going advice and assistance, we provide regular email updates of developments in employment law, including important court decisions and new legislation.



Employment Tribunal Representation

Worried about the cost of Tribunals?

By taking our annual retainer service, you can expect to significantly reduce your risk of becoming involved in Employment Tribunal litigation. However, with the advent of 'no win-no fee' litigation and the growth of the compensation culture in the UK, many good employers still find themselves receiving Tribunal claims from time to time.

Our retained clients benefit from discounted hourly rates in respect of Employment Tribunal representation should they choose to instruct us to represent their interests.

Alternatively, in partnership with CBG Insurance Brokers Ltd, we can provide access to a choice of insurance arrangements designed to meet the costs of defending Employment Tribunal claims.

Just Employment Law Ltd is an Introducer Appointed Representative of CBG Insurance Brokers Ltd which is authorised and regulated by the Financial Services Authority.

Client Comments

These comments have been extracted from client testimonials:

"Lyle & Scott Ltd is a company that is now undergoing substantial growth. We have been retaining the services of Just Employment Law to support our Human Resources function. It is a great support to our business to have the expertise of Just Employment Law on board with us to help us interpret and apply the directives. The staff are friendly and knowledgeable, and are quick to respond to calls, which is exactly what we need!"

Liz Moore, Human Resources, Lyle & Scott Limited.

"Since our relationship started with Just Employment Law they have added significant value to this area of our business and are now a valued element of the professionals the organisation uses."

John R Weir, Managing Director, John R Weir Mercedes-Benz.

"The Kent Messenger Group has a long-standing relationship with Just Employment Law who look after all of our requirements in this fast-changing area of law. Their team of lawyers support our HR function and Board of Directors delivering comprehensive employment law advice, assistance, and representation whenever we need it."

Amanda Watts, Head of HR and Learning, The Kent Messenger Group.

"Sparks of Aberdeen retain the services of Just Employment Law for advice and assistance on an on-going basis, and we instruct them on a wide range of issues affecting our business. Their team is always highly professional and deliver comprehensive advice in a jargon free manner, which is ideal for our needs."

Alex Kirk, Sparks of Aberdeen.

"The retainer service that we have signed up for with Just Employment Law has ensured that we can seek expert advice whenever we need to without having to be concerned about mounting legal bills."

Stephen Lafferty, Finance Director, Luddon Construction.

"Having now benefited from your own excellent attention I have no hesitation in recommending Just Employment Law to any prospective client."

Michael Cannon, Director, Craft Steel.

"As one of the largest providers of care services in the country we realise that having expert employment law advice is not a luxury but a necessity. Just Employment Law fully meets all of our requirements in this ever-changing area."

Morag White, Meallmore Limited.

"We discovered that employment law is one area where you need the very best and fortunately, that's what we had."

Roy L McCallum, Director, The Levy McCallum Advertising Agency.



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