

TURCAN CONNELL

## EMPLOYMENT LAW FOR EMPLOYERS

Wide-ranging expertise to help you negotiate the complex challenges of employment law.



---

Dealing with employment law can be a stressful and complicated business – there are no stock answers.

Our team of employment law experts approaches each case with a problem-solving ethos, providing calm and considered counsel, fully up-to-speed with the latest legislation, with the aim of avoiding litigation wherever possible.

Its expert knowledge covers every employment issue, including specialist advice for families, private businesses, senior executives and charities. But whatever the challenge, you can be sure of a solution as individual as you are.

---

#### SERVICE OPTIONS

At Turcan Connell we have developed a range of service options for employers giving you the freedom to choose the services which best meet your business need.

The service is modular and you can add as many modules as you like. This allows you total control over cost. The central feature of each module is that it can be offered on a fixed fee basis.

#### TC CULTURE CHECK

We will explore your business goals with you and the extent to which you consider your current practices and culture achieve those goals.

We believe that employee engagement is essential and will involve staff, or a sample of them, through surveys or focus groups which we can facilitate.

We will discuss with you changes which you might consider making to your management practices and produce a strategic report.

TC Culture Check allows you to reflect upon the extent to which you are achieving your business objectives through the most efficient management of staff and it gives you the opportunity to consider improvements to your procedures, policies and terms and conditions.

#### TC HUMAN RESOURCES MANAGEMENT

For a fixed retainer you can have access to Turcan Connell's employment law team by email or telephone. This service is designed to provide you with practical guidance on HR problems as they arise during the working day and is designed to provide support to your existing HR resources.

#### TC TRAINING

Our employment law team will design and deliver training programmes and individual seminars to your managers and supervisors. We cover the full range of employment law and practice; examples include training in absence management, training in disciplinary and grievance procedures and an insight into the employment tribunal process.

---



## TC PAPERWORK HEALTH CHECK

This fixed price service is designed to give you the comfort of knowing that your HR policies and procedures are up to date and aligned to your business goals. This service is a useful follow on from TC Culture Check but is also a useful standalone service.

TC Paperwork Health Check involves a study of your written policies, practices and procedures. We will produce a short report following our study which will highlight strengths and weaknesses and recommend changes.

This service allows you to keep your paperwork up to date with legislation. If used in tandem with TC Culture Check it can also allow you to assess the extent to which your paperwork is aligned to actual practice. For an additional fixed fee we will undertake to update your policies and procedures in line with the terms of our report.

## TC TRIBUNAL REPRESENTATION

Full Representation – We will undertake all aspects of the case drafting, interviewing witnesses, advising on merits and procedure and representing you at the tribunal hearing. The service includes full preparation and advice on merits as well as access to our advocacy service. This service can be provided on an Open Fee basis, a Stepped Fee basis or a Global Fee basis. Where this service is undertaken on an Open Fee basis, fees are charged in accordance with an agreed hourly rate with forecasts being provided to give you budgetary control. Under our Stepped Fee arrangements charges are set for specific items of work. The Global Fee arrangement provides you with an overall cost for the case. This provides you with certainty over fees.

Advisory Service – This is offered as an alternative to Full Representation.

The Advisory Service allows you to represent your organisation while being properly advised and briefed in advance. Advice covers both substantive and procedural matters and can include a review of the ET1, ET3 and bundle of papers as required by you. The Advisory Service puts you in control of your case and allows you access to advice when you decide you need it. This service is offered on an Open Fee and a Stepped Fee basis.

# TURCAN CONNELL

EDINBURGH:

Princes Exchange,  
1 Earl Grey Street,  
Edinburgh EH3 9EE  
0131 228 8111

GLASGOW:

180 St Vincent Street  
Glasgow  
G2 5SG  
0141 441 2111

LONDON:

12 Stanhope Gate,  
London W1K 1AW  
020 7491 8811

If you'd like to get in touch,  
give us a call or email us at  
[enquiries@turcanconnell.com](mailto:enquiries@turcanconnell.com)

To find out more, visit us online at  
[turcanconnell.com](http://turcanconnell.com)

Or keep up with our latest news  
on Twitter [@turcanconnell](https://twitter.com/turcanconnell)