

# HR services for education



# employment and human resources



# Employment and human resources

When complex staffing issues arise, schools need immediate advice that gives a clear analysis of the risks and sets the course on a strategic direction. That could be anything from devising a long-term strategy for dealing with an entrenched union situation across a large multi-academy trust, or resolving a complex employment tribunal claim from an ex-employee against a community primary school. Our clients receive quick, pragmatic advice and are safe in the knowledge that, as sector specialists, we ensure they aren't tripped up by missing the latest DfE guidance or EFA requirement.

Our employment team provides specialist advice to our education clients and have a long history of advising schools and academies. Working in tandem our employment lawyers and education HR consultants provide our 'HR Services for schools', designed specifically for schools and academies, offering a complete package to support them from managing day to day HR issues to guidance on strategic organisational changes.

We regularly provide training at conferences and for individual schools on topics from recent employment law updates to training for middle leaders on effective line management. So, whether it is a routine question interpreting the burgundy book rules on maternity leave or a

strategic review of staff resulting in a whole school restructure, our team has the experience to ensure our clients achieve the result they are looking for.

## what we do...

- Strategic employment law advice to schools and academy groups.
- Team restructures, bespoke contracts and terms of employment.
- Dealing with complex grievances and disciplinaries.
- Managing allegations against staff.
- Referrals to the National College for Teaching and Leadership.
- Exit agreements and compliance with the academies financial handbook.
- Discrimination issues.
- TUPE transfers and indemnities on outsourcing.
- Supporting you with union issues - from collective negotiation to injunctions on industrial action.

# our HR services



# Our HR services

Browne Jacobson provides a range of HR Services for schools and academies tailored specifically to the needs of your school.

Your people are your most valuable asset and are essential in delivering

the highest quality education for your students. It is vital that you have a motivated and effective workforce and any HR processes and issues are managed and dealt with quickly and efficiently. Dealing with such issues requires expert knowledge and can be time-consuming draining you own and your senior team's time, energy and resources. See our video below:

## Our latest updates

Eleanor Drabble, HR consultant, and Emily Addai, solicitor, explain the challenges and legal issues MATs face as employers, with a focus on developing a people strategy as well as considering employment terms and harmonisation.



To see our latest updates [click here.](#)

our products



# Our products

## HR Core

For an annual fixed fee, HR services will provide you with:

- an initial familiarisation visit so that we get to know you and the specific issues in your school allowing us to support you from day one and making for a smooth transition from your existing provider
- unlimited access to telephone or email support and advice from a named HR Consultant and employment solicitor in relation to absolutely any day to day HR and employment law issues whether they be:
  - disciplinary and grievances
  - performance management and capability
  - sickness absence
  - trade unions relations including support with negotiating and drafting settlement agreements
  - terms & conditions advice including maternity, paternity and redundancy.
- one (primary) or two (secondary) half day onsite visits each academic year tailored to your needs - typically used for meetings or training but no need to worry if you need more as you can buy these on a pay as you go basis
- attendance at all hearings and resulting appeals where dismissal is a

possibility... (we advise the panel giving peace of mind and confidence as well as drafting outcome letters)

- access to a comprehensive range of school specific HR policies, letters and procedure guides
- straightforward regular email bulletins 'HR Essentials' keep you updated on any changes to employment legislation and best practice, including how this impacts on you
- access to exclusive discounts from our partners who offer payroll, occupational health, DBS checks and staff absence insurance.

## HR Consultancy

HR Consultancy is a pay as you go service for one off projects or developments that you may require assistance with. If you need support on more complex matters or if you want additional onsite assistance, this can be provided on a consultancy basis. This may include:

- complex absence, capability, grievance or disciplinary issues (from investigations to advice for panels at hearings)
- support with restructures, job evaluations, TUPE transfers and changing terms and conditions, from advice on process to hands-on support in developing structures and implementing the change
- training sessions for senior leadership/middle managers/governing bodies on any HR/people management related issue, including safer recruitment
- policy reviews / drafting or alternatively you can purchase our model

- policies if you do not have our core service
- representation in tribunal claims such as unfair dismissals, discrimination and equal pay. Our solicitors are happy to support you with tribunal claims.

You do not need to buy other services from us to purchase HR Consultancy and can purchase blocks of four hours at any time.

## HR Expert

This service is specifically for schools/academies/trusts who already have an accredited HR professional in-house. HR Expert provides a sounding board and additional capacity when you need it. Your HR professional may require advice on the more complex issues which arise or may need a second pair of eyes to look over a plan or proposal that they have drafted.

HR Expert includes a capped amount of support from a named HR consultant and employment solicitor and schools typically take 20 hours.

Our regular HR essentials email bulletins are also included in this package ensuring that your in-house professional is kept updated on changes to legislation or hot topics in education HR.

Those schools with HR Expert can also access exclusive rates with our partners.

## costs

### HR Core

Annual costs are based on staff numbers (head count excluding casual or contract staff) and you pay the lesser of: £3,000 plus £35 per employee or £80 per employee (whichever is the lowest).

Discounts will be discussed for groups of schools. A minimum charge of £2,500 per annum applies.

### HR Consultancy

Minimum purchase of one four hour block. £120 per hour totalling £480 for four hours. This cost reduces to £350 for four hours if also purchase HR Core.

### HR Expert

£2,800 based on up to 20 hours support, regular email bulletins and access to exclusive partner rates.

Whatever services we supply, you can guarantee that our fees will be transparent; there will be no charge for travel to and from your premises and no hidden extras.

www.brownejacobson.com/education

brownejacobson LLP

0370 270 6000

education advisors

our team

education lawyers and HR experts

Leading advisors to the education sector

“ Their relationships with schools and other education providers and organisations are unrivalled. They are at the cutting edge with a wide variety of influential clients. ”

Education Investor Awards 2016

Approved partner



nigla National Governors' Association Approved partner



NASBM National Association of School Business Managers Approved partner

Approved partner



# Our team

Our HR services team offers you the perfect solution. You can have access to dedicated HR experts and employment lawyers with proven experience of advising on the day to day and strategic challenges faced by schools and academies. Our service is tailored to your school's HR needs with high quality advice at a fixed fee, as well as offering a range of other optional services at exclusive rates from our partners including payroll, occupational health, DBS checks and staff absence insurance.

Our team includes professionals whose careers have centred on providing HR services to the education sector. This includes operating as part of school and academy/trusts senior leadership teams, as well as working within local authorities as human resources professionals providing consultancy services to a number of schools and academies. This hands-on experience gives us a sound insight and understanding of your needs, the policies

you work with and the ever changing landscape of employing staff in schools.



## Associate

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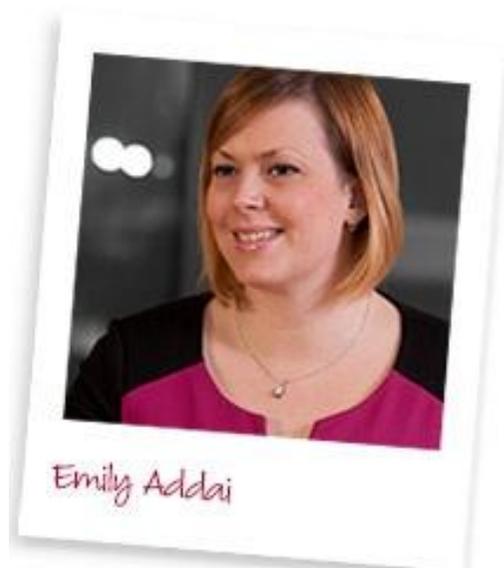


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about us



# About us

We offer clear opinions and straightforward legal advice, whenever and wherever you need it - locally, nationally and internationally. Complex problems - understood, explained and resolved by a single team, across five offices nationally, working together in long term partnership with you - a genuinely different approach. Exceptional service, every time, from experts you trust and costs that reflect what you value in a law firm, not the things you don't.

Sometimes you just need a lawyer, but you'll want to do business with us.

- sector experts, working in partnership with our clients - including blue chip corporates, local and owner managed businesses, NHS Trusts, major insurers, education and public sector organisations
- specialists in legal solutions across the private and public sectors, providing a unique offering where they overlap
- national reach from our offices in major UK cities including Birmingham, Exeter, London, Manchester and Nottingham
- over 400 lawyers, including 109 partners, managed and supported by a team of professional specialists; we are an employer of choice with accreditations from Investors in People and featured in the Sunday Times 100 Best Companies to Work for (2013)
- recognised for our quality and externally accredited by Lexcel, ISO,

and Investor in Customers

- a true partnership approach with our clients - our clients stay us with us for the long term because of our sector expertise, straightforward advice, pricing and product innovation and exceptional client service
- recognised for our quality by Lexcel and Investor in Customers

For more information about how we can help visit [brownejacobson.com/education](http://brownejacobson.com/education)



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