

# YOUR PEOPLE YOUR SUCCESS

LCF Works



**LCF** **LAW**<sup>TM</sup>  
**FAIR +**  
**SQUARE**

CORPORATE | PROPERTY | DISPUTES | PERSONAL

“

They provide proactive and reactive advice that is in line with our culture and therefore it is always a great solution for us.

# + EXPERT EMPLOYMENT LAW AND HR SUPPORT ON DEMAND

HR legislation is constantly evolving. As an employer, it's your responsibility to be aware of the latest changes and to make sure they're reflected in your policies and procedures.

Anticipating potential issues before they arise and intervening early when they do is vital, preventing them from becoming complex and costly to resolve.

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**Whether you're a large business that needs help dealing with a difficult issue or an SME that would benefit from ongoing advice and support, our approachable, experienced and knowledgeable advisers are here to provide the answers you need and help you handle every situation with confidence.**

Our bespoke employment law and HR advice package assists companies with employment issues both proactively and as and when they arise, providing unlimited advice, training, documentation and more. It's a cost-effective way to reduce risk to your business, people and finances whilst helping you stand out as a responsible employer.

We can guide you through dealing with issues and/or provide an in-house HR professional to deal with them for you. We have experience of advising employees as well as employers, which can help us provide insight into how to resolve problems whilst maintaining good employer/employee relations, where that is the desired outcome.

You will be given direct access to a dedicated point of contact who will take time to fully understand your business, its culture and its unique issues. By integrating into your team, we will be able to get to the heart of the matter quickly, preventing issues from escalating and saving you hours of admin.

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**Our main dealings at LCF have been with James Austin. He's methodical in his approach, and always delivers excellent, easy to understand information.**

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**Their turnaround time is second to none and if I need something urgent they will always deliver.**

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# HOW CAN WE HELP YOU?

We can assist you in a variety of areas, tailored to support your business and workforce needs.

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## Supporting your managers

We offer guidance on key aspects such as recruitment, appraisals and handling grievances. We help address challenging issues, including poor performance and persistent absenteeism, while also minimising the risks of dismissal and discrimination claims.

## Disciplinary

If you are faced with a disciplinary issue, we will guide you through carrying out investigations and disciplinary hearings. Alternatively, we can provide an experienced HR professional to deal with these for you.

## Grievances

Again, we can support you when you are carrying out investigations and conducting grievance hearings or provide an HR professional to deal with them for you. We can arrange mediation or draft settlement agreements where appropriate.

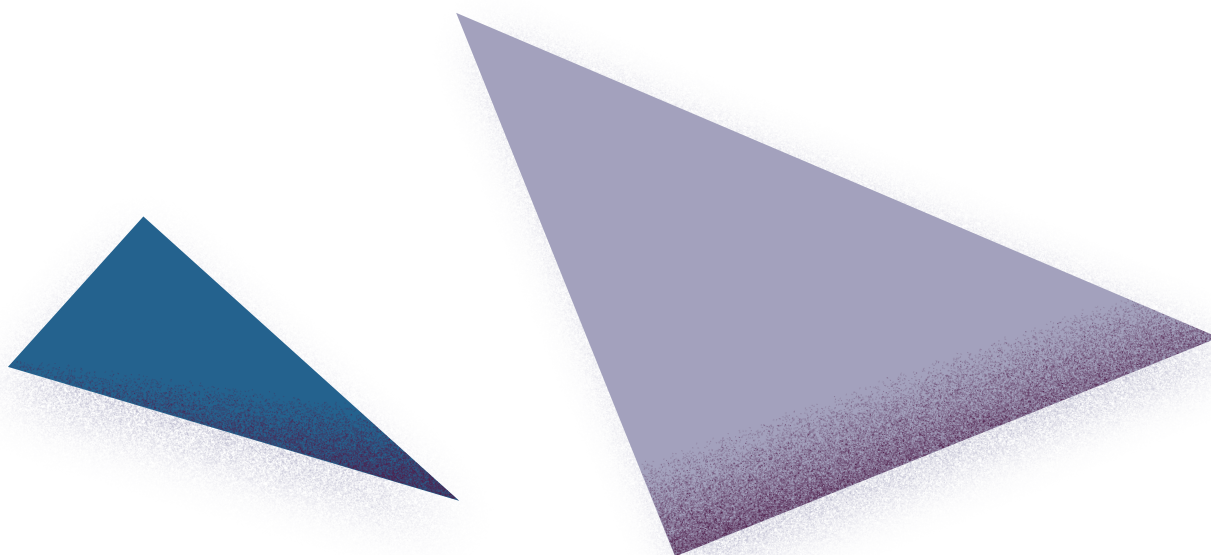
## Poor performance

We can help you develop a performance management process and/or guide you through managing poor performance including how to manage warnings and dismissals sensitively and effectively. Once again, we can provide an HR professional to conduct the process for you if you prefer.

## Sickness absence

We can assist with managing persistent short-term absences and long-term leave, and guide you in dealing with disabilities appropriately, including advising on making reasonable adjustments. Where appropriate, we can help you manage warnings and dismissals.

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**I have known James Austin in a professional capacity for almost two decades and over that period, James has always come across as someone who thinks outside the box, provides solutions, and resolves complex cases in a timely manner. His knowledge in his area of specialism is remarkable.**

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### Family-friendly rights

We can help you understand and comply with employee entitlements regarding pay and leave. We can assist in ensuring proper engagement with employees during family leave, including how to manage leave periods and KIT (Keep In Touch) days.

### Discrimination

We offer reviews of your practices to identify and avoid potential issues, such as those arising in recruitment or daily operations. We also provide training and policies aimed at preventing discrimination claims, and guidance on exceptions like positive action or occupational requirements.

### Restructures & redundancies

We can guide you through the consultation process and selection criteria for redundancy. We'll help you ensure fair decision-making, explore alternative roles, and clarify redundancy pay entitlements.

### TUPE transfers

We can help you understand employee rights during business transfers or service provider changes. We'll guide you on informing and engaging employees and managing any claims related to unfair dismissal or failure to consult.

### Retaining staff

We can advise on ways to retain key employees, offering insight into why staff leave and what you can do to encourage them to stay. This can range from policy and procedure review through to looking at workplace culture, ensuring your employees see you as an employer of choice.

### Professional HR support

For all the points above we can also provide an experienced HR professional to manage and support these processes for you.

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## + WHAT ARE YOUR OPTIONS?

Benefit from unlimited advice with our standard package and include any combination of additional services to create a bespoke bundle adapted to suit your business, with all costs agreed in advance. Our subscription package does not tie you into an extended contract, with just an initial 12-month retainer, which may then be reviewed.

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### STANDARD PACKAGE

**From £200 + VAT per month**

- ➔ Free initial face-to-face visit and consultation to get to know your business and the issues you face
  - ➔ Unlimited phone and email support
  - ➔ Further in-person advice at one of our offices if preferred
  - ➔ Regular email newsletter containing important updates and advice
  - ➔ Invitations to our free seminars and mock tribunals
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## ADDITIONAL SERVICES

Prices on request

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### IN-HOUSE TRAINING AND WORKSHOPS

You tell us what you need, we provide. Ad hoc on a particular issue or delivered as a course to help you deal effectively with any employment or HR issue.



### DOCUMENTATION

We can draft employment contracts, policies and settlement agreements for you as and when needed or review and update all your current policies, procedures and contracts to protect your business and make sure it's compliant.



### IN-HOUSE HR MANAGER SUPPORT

Ad-hoc to deal with a difficult situation or on an ongoing basis, providing you with a dedicated HR professional and removing the burden from people who have other duties to perform.



### HEALTH & SAFETY

We have close relationships with third parties who we can arrange to audit your premises, carry out risk assessments and produce any relevant documentation or provide you with any other required health and safety support.



### INSURANCE

We can work with trusted insurers to offer protection that will cover your legal fees and any compensation you're ordered to pay if a claim is made against you.

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## Want to know more?

Our employment law and HR experts offer clear advice and practical support to help you secure the best available outcomes as quickly and simply as possible in any situation. Fully qualified and recognised in the leading legal directories, we work with businesses big and small across a range of sectors including retail, health, care, education, manufacturing, logistics and charity, although many of the issues we see are common across most industries.



**James Austin**

Partner, Employment Law

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**BRADFORD | LEEDS | HARROGATE | ILKLEY**

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The firm is authorised and regulated by the Solicitors Regulation Authority ID 619553

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