

First-class legal advice

Employment Law
Make it Top of Your Agenda

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Introduction to the employment team

Steeles Law's specialist employment team delivers a comprehensive range of legal and human resources services to local, national and international clients.

Our friendly and approachable advisers offer practical and commercially sensible advice on complex and often sensitive problems in the workplace. Working in partnership with the client, our experience and expertise produces innovative solutions and creates lasting professional relationships.

Employment documentation

Effective policies and procedures are indispensable for any business regardless of size. At Steeles Law we can provide you with employment documentation tailored to the needs of your business.

Well-drafted contracts, policies and procedures encourage positive employment relations, reduce the risk of tribunal claims and help provide a successful defence when they arise. Whether you are seeking to introduce new terms and conditions of employment; a complete staff handbook; an up-to-date maternity policy or equal opportunities policy; or you need an executive service agreement, Steeles Law will work closely with you to ensure the documents suit your exact requirements.

The total number of
employment
tribunal claims
rose by **56%** in 2009/10
compared to 2008/09

Source: Tribunals Service Annual Statistics 2009-2010

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Handling dismissals and disciplinary action

Steeles Law will work with you to ensure that matters run as smoothly as possible when employment comes to an end, whether it is by reason of redundancy, expiry of a fixed term contract, retirement or a reason related to the individual's performance or conduct.

Steeles Law can help draft the necessary letters and agreements and provide the expert advice and guidance to ensure that potentially contentious matters are handled with sensitivity and with a clear understanding of each party's legal obligations.

Employee disputes and tribunal proceedings

When dismissals, grievances or disciplinary actions are challenged, Steeles Law will help make sure that the business is in the best possible position to defend against such claims, and that it is fully advised on its legal position at the earliest stage.

We can offer specialist advice on the full range of discrimination issues. Our experience ensures that clients are given the most practical and commercially realistic advice at every stage of the proceedings, with a view to achieving the most positive outcome.

UK Immigration and Nationality

Steeles Law are also able to advise you in relation to all aspects of UK immigration and nationality law. We are able to offer a dedicated service for employers including the provision of immigration audits on client premises and assistance with the application for a licence as a sponsor.

Our friendly advisers offer
practical and commercially
sound advice on complex,
sensitive problems

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Seminars and training

Developments in employment law have had an enormous impact on organisations operating in both the public and private sector. With employees increasingly aware of their rights, it is no longer only HR professionals that need to concern themselves with employment issues.

Senior and operational management on the front line need to be aware of and be able to implement correct procedures, whether dealing with misconduct, poor performance, sickness absence, redundancy or addressing complaints of discrimination. Mistakes made at the point of first contact are one of the principal factors behind successful tribunal applications and are usually easily avoided.

The Employment Team can help managers to stay abreast of current legal issues affecting your business. Tailored seminars, workshops and case studies help bring key staff up-to-date with a view to limiting future liabilities and reducing tribunal claims. They also provide the perfect opportunity for the organisation to review existing documentation, policies and practices.

We also keep clients up to date with developments in employment law through our regular email bulletin 'enews' and bi-annual employment law update seminars.

Our **mission** is simple.
To make the **law**
work for you.

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Who do we act for?

Steeles Law's Employment Team works with in-house HR professionals, in-house lawyers, large and small companies, public sector organisations, local authorities and employees.

More information, further help and guidance

All drafting, advice, representation and training is given by lawyers specialising exclusively in employment law.

For further information on any of the above services please contact the team on Norwich **01603 598000** or London **0207 421 1720**.

Alternatively, if you would like more information about either the employment team or any of Steeles Law's other legal services, or if you would like to be added to our mailing list for 'enews' please email us at employment@steeleslaw.co.uk or visit our website at: www.steeleslaw.co.uk.

Get to know
us better, visit
www.steeleslaw.co.uk

Meet the Team

Oliver Brabbins Principal, Head of Employment Team



Oliver is a trained barrister who qualified as a solicitor in 2001. He has specialised exclusively in employment law throughout his career. Oliver is highly regarded for his advocacy skills, representing clients at Employment Tribunals and the Employment Appeal Tribunal across the UK. In addition to contentious matters, Oliver also has extensive experience of advising clients on large-scale corporate restructuring exercises, TUPE issues, collective disputes and trade union matters. Oliver is described as a “prominent presence” in the UK Legal 500 (2009), heading a team who “think creatively and provide workable, pragmatic solutions”. Oliver also holds a CIPD qualification and is a member of the Employment Lawyers Association.

Lorna Townsend Principal, Employment



Lorna qualified in 1993 having trained with a large London firm. She is a very experienced solicitor who advises clients on a broad range of both contentious and non-contentious employment issues. Lorna has particular experience of advising on and defending unfair dismissal and discrimination claims. Lorna has a background in commercial law and has also worked in-house for a major plc. She is able to put this commercial experience to good use in the employment law field, in particular when advising on the employment law related aspects of corporate deals (including TUPE issues) and when drafting employment documentation. Lorna is a fluent Russian and French speaker and is a member of the Employment Lawyers Association.

Cheryl Edmonds Principal, Employment



Cheryl specialises exclusively in employment law and has established a strong reputation advising both the private and public sector. She has significant experience of advising on the employment implications of mergers and acquisitions, large-scale reorganisations and TUPE issues. Cheryl is an experienced advocate, appearing in the Employment Appeal Tribunal and Employment Tribunals around the country. She handles claims on behalf of employers for equal pay and discrimination, whistle-blowing, redundancy and unfair dismissal. Cheryl is a member of the Employment Lawyers Association, Industrial Law Society and Institute of Employment Rights.

Sally Andrews Legal Executive, Employment



Sally is a Fellow of the Institute of Legal Executives who has specialised exclusively in employment law for 18 years. Sally is experienced in dealing with all aspects of contentious and non-contentious employment advice for numerous corporate clients and is adept at providing practical advice on complex issues. Sally has particular experience in discrimination cases, developed through the handling of a large number of highly publicised pregnancy dismissal sex discrimination claims and group action equal pay claims against the Ministry of Defence. She is a member of the Employment Lawyers Association.

Meet the Team

Tina Maxey **Solicitor, Employment**



Tina is experienced in preparing tribunal cases on behalf of employers and also drafts employment documentation, including directors' service agreements and compromise agreements. She deals with regular queries from employers relating to all aspects of the ongoing employment relationship, including performance management, long-term absences, disciplinary matters and employee grievances. She is also experienced in delivering in-house training for clients. Tina is a member of the Employment Lawyers Association.

Sanjeev Uppal **Solicitor, Employment**



Sanjeev advises employers in relation to a wide range of contentious and non-contentious employment matters. She has particular experience of drafting contracts of employment, directors' service agreements and settlement agreements, as well as guiding clients through redundancy exercises. Sanjeev is building on her experience of defending tribunal claims for clients with a developing interest in tribunal advocacy, and she also delivers in-house training for clients. Sanjeev is a member of the Employment Lawyers Association.

Elizabeth Stevens **Professional Support Lawyer, Employment**



Elizabeth has over ten years' experience as an employment law solicitor. Since 2002 she has worked as a professional support lawyer specialising exclusively in employment law. Elizabeth supports the employment team in all aspects of its work with the aim of ensuring continuous improvement. Elizabeth is a member of the Employment Lawyers Association and the Professional Support Lawyers' Employment Network.

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