



Further Education HR Retainer

Do you have access to legal advisers with exceptional FE sector expertise?

Veale Wasbrough Vizards (VWV) offers a specialist, cost effective legal advice service, the equivalent of a virtual in-house employment law team.

Why Choose Our HR Retainer?

As trusted advisers to the FE sector, we recognise that you expect outstanding, specialist legal advice from experts who understand the ever changing world of further education. We appreciate that at a time when you are being asked to deliver more against a backdrop of increasing regulation and shrinking funding, you need prompt, practical legal advice - when you need it - without worrying about the cost.

As sector specialists, we strive to be proactive, commercial and cutting edge. With us you are in expert hands.

Our Relationship With You

Our HR Retainer enables us to become your virtual in-house employment law team. It is important to us to get to know you and your college, so that we can properly understand your priorities and strategic goals. We work collaboratively with your management and HR teams to help guide you through your immediate and long term decisions.

Our helpline service is available 24/7 and provides you with access to named lawyers when you need them.

By providing practical and timely advice, our FE lawyers ensure that you are in the driving seat, not 'sitting on the fence' unsure of your strategic legal options.

What's included in the HR Retainer?

In response to feedback from our clients in the sector, we have developed our HR Retainer. This cost effective scheme gives you the flexibility to select the level of service that meets the specific needs of your college and the confidence to take initial legal advice about any employment law or HR query, without worrying about fees. (See table overleaf for full list of features).

Additional HR Solutions

We offer a full range of HR and employment law services from practical day-to-day support to strategic advice. Our lawyers can advise on all aspects of staff discipline, capability, staff absence and sickness, reorganisations, TUPE transfers, trade union relations, pay and performance and safer recruitment.

Template Policies and Procedures

There is no need to reinvent the wheel. We offer a full suite of template contracts, policies and procedures specifically designed for the FE sector, including contracts of employment and an employee handbook. A full updating service is available for your peace of mind.

Members of our HR Retainer scheme receive discounts on all templates and products.



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The key features of the HR Retainer:

	Bronze	Silver	Gold
Our services delivered exclusively by sector specialist lawyers:			
4 hours legal advice per term (of up to an hour)	•		
8 hours legal advice per term (of up to an hour)		•	
unlimited number of queries per term (of up to an hour)			•
preferential off scope rates across all practice areas	•	•	•
legal health check of key employment policies		•	•
fixed fee review of your employment documentation	•	•	•
10% discount on purchase of our template employment documentation	•	•	•
subscription to FE Law Brief, weekly Employment Law Brief and Employment Law Tracker	•	•	•
designated client relationship manager	•	•	•
1 free place at any VWV employment and HR training event	•	•	
2 free places at any VWV employment and HR training event			•
1 free VWV training session delivered to your staff on site at your college			•
20% discount on bespoke VWV training sessions delivered to your staff at your college		•	•
1 on site advice meeting per year of up to 2 hours		•	•
annual provision of template disciplinary, capability & redundancy toolkits			•
annual provision of template settlement agreement			•
access to our safer recruitment templates (including recruitment policy, application form, reference request form, health questionnaire, interview assessment form, offer and rejection letters, single central register)		•	•
insurance backed options available	•	•	•

Comprehensive Legal Services

As a full service firm with offices in London, Watford, Bristol and Birmingham our large team of specialist lawyers can also offer you an impressive range of advice covering:

- procurement & shared services
- estates & property
- health & safety
- governance & charity law
- dispute resolution & debt recovery
- student matters
- intellectual property protection, copyright and trade marks
- international agreements
- freedom of information & data protection
- immigration
- commercial contracts
- corporate & banking

As a member of the our HR Retainer Scheme you will receive discounted fee rates in relation to these services.

Training Services

We provide practical, engaging training sessions covering a host of topical issues including safeguarding, health and safety, managing staff performance and absence, equality and diversity, procurement and shared services, data protection and freedom of information, governors' duties and governance and strategy.

We also offer bespoke in-house training to address the specific needs of your college.

Fee Options

It is important to us that you select the pricing and service options that best suit the needs of your college. We would be happy to meet with you, without charge, to discuss your requirements and to provide you with a choice of fee options tailored to the size of your college, the number of staff and your envisaged legal needs.

For more information please contact Jane Byford on 0121 227 3712 or by email jbyford@vww.co.uk