



# Retained Legal and HR Services for the Education Sector



# Working together in the Education Sector

Brachers and Kent HR jointly provide comprehensive Legal and HR services for schools tailored specifically to their needs. We are pleased to offer a joint retainer offering to our clients in addition to specialist services to the Education sector.

## Meet the Brachers team



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## Meet the Kent HR team



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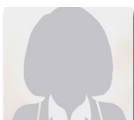
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# Legal Services

## Staff management

- Brachers' employment team has in depth expertise in all employment law matters affecting schools, including contracts and handbooks, moving from national terms, teachers' terms and conditions (including pay awards and appeals), managing under-performance/ capability issues, sickness absence, handling disciplinary and grievance processes, dismissals, discrimination, union activity and agreements, redundancies and restructures
- If a claim is issued in the employment tribunal we can support you through this process.
- We can advise on TUPE transfers, including service provision changes often experienced in the education sector, for example in relation to catering and/or IT services.
- We are able to offer an integrated employment law and HR support service to meet your needs; this may be for one off matters, particular projects or on an on-going basis. Our associated partner, KentHR can provide HR consultants on-site or telephone support and undertake outsourced project work, including consultation processes, discipline and grievance issues, and investigations. KentHR work closely with our solicitors to provide continuity of advice.

## Managing data

- All education establishments are obliged to comply with data protection legislation. We provide specialist advice in relation to compliance with data protection and Freedom of Information matters.
- With growing awareness in this area as well as more stringent time constraints we are supporting educational establishments with responding to requests by individuals to exercise their rights, including subject access requests which can involve a huge amount of time and documents.

## Complaints

- We can assist you when a complaint has been raised by a third party in relation to matters such as failure to deal with bullying, safeguarding issues and concerns regarding meeting the needs of children with special educational needs.
- We can also provide support should the complaint be escalated and further redress sought by the complainant.

## Health and safety

- Under Health and Safety Legislation, schools and other educational establishments owe a duty of care towards staff, pupils and third parties. Where you occupy older buildings there can be particular issues around the management of asbestos. We can support you if you face an investigation or prosecution by the Health and Safety Executive or the Local Council.

## In addition, we also provide support in the following areas:

- Academies and free schools
- Governance
- Admissions and appeals
- Property, development, expansion and estates
- Debt collection
- Commercial contracts and service agreements

**For more information about our services  
or to discuss how we might be able to  
help, please contact:**

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# HR Services

**KentHR**  
Human Resources Specialists

## Employee relations

- Kent HR offers support in all aspects of employee relations including matters involving safeguarding concerns or complaints, allegations against staff, managing absence, grievances, disciplinaries, bullying and harassment, recruitment and selection and performance management and capability.
- We also offer terms and conditions advice in relation to national and local terms, in particular Burgundy, Green and Blue book including review of contracts and policies and procedures
- We work closely with the employment team at Brachers to provide continuity of advice.

## Investigations

- We can support you by carrying out independent investigations, providing documentation and/or attendance at meetings and hearings.
- Alternatively we can provide advice on how to carry out the investigation, report writing, how to hold a disciplinary and appeal hearing and assistance with drafting of correspondence.

## Mediation

- We can offer an independent qualified work place mediator to work with the parties in questions and help them facilitate a workable solution.

## Training and Development

- We provide bespoke in house training to clients on various employment topics such as managing absence, handling discipline and grievance investigations and performance management targeted at your senior leadership team, middle managers and governing bodies.
- As a valued client you will also have priority booking for our employment and education webinar sessions which run at least 10 times per year (normally September to June).

## Managing change - redundancies, restructures and TUPE

- We offer assistance throughout the process involved in any redundancies and restructures and TUPE transfers affecting your school/academy
- We can do this by managing the process through a project plan which will include implementation of correct timelines, in line with legislation. We can assist with the drafting of correspondence at each stage and support with the consultation process by attending meetings with both employees and trade unions.

**For more information about our services  
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help, please contact:**

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# Retainer Support

## Standard retainer

For an annual retainer fee, Kent HR will provide you with access to telephone and email support and advice on day to day HR and employment issues. This includes providing you with relevant documentation to suit the issue you are dealing with. This is particularly useful if you are looking for a cost-effective and flexible service.

This type of retainer provides HR advice and support through Kent HR. For new clients, we offer an introductory discount of 10% for the first year on Kent HR's normal hourly rates. Multi-Academy Trusts receive a further discount dependent on the number of schools within the Trust. As a retained client you will also receive an on-site visit from your primary HR consultant to discuss your particular needs and areas of challenge at the start of the retainer.

## Enhanced Retainer 1

In addition to the Standard Retainer, you would be provided with 5 hours of legal support from Brachers' education law specialists in relation to matters of employment law, data protection, health and safety investigations and prosecutions and/or third party complaints. This will be in addition to an initial visit from one of our team. These services would be provided on a fixed fee basis based at a 5% discount on normal hourly rates.

## Enhanced Retainer 2

In addition to the Standard Retainer, you would be provided with 10 hours of legal support from Brachers' education law specialists in relation to matters of employment law, data protection, health and safety investigations and prosecutions and/or third party complaints. These services would be provided on a fixed fee basis based at a 10% discount on normal hourly rates.

Both Enhanced Retainers will include a visit from both an HR consultant and a solicitor from Brachers at the commencement of the retainer to discuss your particular needs and areas of challenge, in addition to the hours allocation.





For more information about our services or to discuss how we might be able to help, please contact:

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