

brownejacobson<sup>LLP</sup>

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## HR Services for Schools

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 Government guidance or funding requirements.**

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 such as 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 academy's financial handbook.
- Discrimination issues.
- TUPE transfers and indemnities on outsourcing.
- Supporting you with union issues - from collective negotiation to injunctions on industrial action.
- Specialist reward consultancy, e.g. advice to remuneration committees regarding executive pay, salary benchmarking, re-design of pay and reward structures.
- Bespoke and off-the-shelf training for all levels of staff on HR matters.



# 01

Our services

# Our HR Services

Tailored solutions and high quality advice specifically designed for you.

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.

That's where we can help. Whatever your need, or issue, our HR services for schools and academies offers you tailored solutions and high quality advice specifically designed around the needs of your organisation.

Benefit from having access to our 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 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. Our 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.

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



We are always made to feel at-ease, and have complete confidence in the advice that we are being supplied. Our questions are answered promptly, issues are resolved with integrity and skill, and every interaction is handled with a genuine 'the customer is number one' approach.

Client testimonial, 2019



Browne Jacobson LLP



EducationInvestor Awards 2019

**WINNER**

Legal advisors - to education institutions

# HR Core

## Unlimited day-to-day HR support for a fixed, annual fee.

Be prepared for whatever comes your way with unlimited access to our award-winning HR experts and employment lawyers. With proven experience of advising on the day-to-day and strategic challenges faced by schools and academies we are here to help you.

Each year, over 450 different schools and academy trusts across England benefit from HR Core, saving time and reducing risk. The advisory service is perfect for education organisations that have a small or no in-house HR support.

### Pricing

#### Standalone school or single academy trust

Annual costs are based on staff numbers (head count excluding casual or contract staff). You pay the lesser of either:

- £3,000 + £35 per employee + VAT or
- £80 per employee (A minimum charge of £2,500 applies)

#### Multi academy trust

- £4,000 + £35 per employee + VAT

### Key features:

- Initial familiarisation visit from a dedicated HR Consultant 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 support and advice from a named HR Consultant and an employment lawyer via email or telephone (8am to 6pm Monday to Friday excluding Bank Holidays) in relation to absolutely any day-to-day HR and employment law issues including (but not limited to):
  - disciplinary and grievances
  - performance management and capability
  - sickness absence
  - trade unions relations including support with negotiating and drafting settlement agreements
  - terms and conditions advice including maternity, paternity and redundancy.
- One ( $\leq 67$  employees) or two ( $\geq 68$  employees) half day onsite visits per academic year, tailored to your needs. Typically these are used for meetings or training but how you use them is up to you. You can also buy more of these on a pay as you go basis.
- Attendance at all hearings and resulting appeals where employee 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, contract templates, letters and procedure guides.
- Regular 'HR Essentials' email bulletins to ensure that you keep updated with employment related changes.
- Exclusive discounts from partners who offer DBS checks, payroll services, occupational health and staff absence insurance.

# HR Expert

## Reassuring support for when you need it the most.

Let us be your critical friend. Providing a reassuring sounding board and additional capacity whenever you need it, HR Expert is specifically designed for schools or trusts who already have an accredited HR professional in-house.

Whether you need advice on the more complex issues which arise as part of the day-to-day or strategic management of your employees or want a second pair of eyes to look over a plan or proposal you have drafted, HR Expert offers a capped amount of support from a named HR consultant and employment solicitor.

Available in blocks of time (starting at 20 hours), receive expert advice at a fixed fee.

### Key features:

- Unlimited access to support and advice from a named HR Consultant and an employment lawyer via email or telephone (8am to 6pm Monday to Friday excluding Bank Holidays) in relation to absolutely any day-to-day HR and employment law issues including (but not limited to):
  - disciplinary and grievances
  - performance management and capability
  - sickness absence
  - trade unions relations including support with negotiating and drafting settlement agreements
  - terms and conditions advice including maternity, paternity and redundancy.
- Regular 'HR Essentials' email bulletins to ensure that you keep updated with employment related changes.
- Exclusive discounts from partners who offer DBS checks, payroll services, occupational health and staff absence insurance.

### Pricing

£155 per hour (minimum of 20 hours) plus VAT

Optional additional services (fees apply):

- onsite visits £520 per half day
- access to a comprehensive range of school specific HR policies, letters and procedure guides (POA)

# HR Consultancy

A pay as you go service for one-off projects or complex matters.

Benefit from the reassuring support and guidance of our award-winning HR and employment experts with a service tailored to meet your needs.

HR Consultancy is a pay as you go service for one-off projects or developments that you may require assistance with. Whether you need support on a complex matter 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 and drafting
- 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 an HR Consultancy package, and can purchase blocks of four hours at any time.

## Pricing

Minimum of four hours service plus VAT applies with fees based on level of experience:

- HR Advisor £85/hour
- HR Consultant £130/hour
- Senior HR Consultant £150/hour
- Head of HR Services £175/hour



We recently used this service to manage a difficult employee discipline issue. The service provided by our HR Consultant was outstanding and ensured that the issue was dealt with in a professional and efficient manner. We were particularly impressed with their client and results-orientated approach and flexibility.

Client testimonial, 2019



02

Our team



# Our team



**Emma Hughes, FCIPD**

**Head of HR Services**

emma.hughes@brownejacobson.com  
0330 045 2338

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*“Emma is a questioner, an advisor and a challenger and I have full confidence in her. We have a great relationship.”*

Richard Gill, CEO, The Arthur Terry Learning Partnership

*“Emma is fab, strong, highly skilled, good for a second opinion and is engaged with our Board.”*

Guy Shears, CEO, Central RSA Academies Trust

Emma has over 15 years’ experience in generalist HR in both the private sector and the public sector. Emma has worked as HR Director and regional HR Business Partner for two large, national MATs (Ark and Academy Transformation Trust) and regularly networks with other HR leaders in the education sector. This enables Emma to keep abreast of the challenges that schools, academies and MATs are facing today. Emma hosts a number of our collaborative forums for clients and non-clients including the Large MAT HRD forum, the national COO forum and the regional HR forums held across our five offices. Well networked, Emma is able to bring insights and great practice from organisations across the sector to help inspire new approaches to HR and organisational structure.

Whilst at Browne Jacobson, Emma has carved out expertise in executive pay setting and MAT reward re-design. Emma has also carried out many senior level investigations ranging from fraud allegations through to tricky bullying and harassment issues.

Emma has led on many business transformation projects, including a national restructure that involved HR/finance/estates functions across the whole organisation. Emma has also worked with trade unions at a national level covering everything from policy negotiation to terms and conditions through to more tricky industrial disputes involving ACAS conciliation.

Emma is a regular speaker at education conferences across the country and will often take part in sector-wide webinars and other HR commentary. Emma is Chair of Trustees at a MAT comprising sixteen primary academies. This role gives Emma great insight into the challenges that Boards face especially when employment matters enter the Board room.



**Gill Martindale, Assoc CIPD**  
**Senior HR Consultant**

[gill.martindale@brownejacobson.com](mailto:gill.martindale@brownejacobson.com)  
0330 045 2110

Gill is an HR Consultant specialising in supporting senior leaders in schools, academies and multi-academy trusts with the full range of employee relations issues in a pragmatic and effective way. Gill has substantial experience of conducting complex investigations, including those with a safeguarding element. Gill builds highly effective relationships with clients and is trusted to advise on strategic and operational initiatives. Gill is a Director of a growing North-West based MAT.



**Hannah Bingham, Assoc CIPD**  
**Senior HR Consultant**

[hannah.bingham@brownejacobson.com](mailto:hannah.bingham@brownejacobson.com)  
0330 045 2671

Hannah is a Senior HR Consultant with over seven years' HR experience in the education sector. With specialist skills in safeguarding, as well as the full spectrum of education based HR, Hannah has led on a variety of restructures and complex employee relations casework. Having worked at a strategic level in MAT's, Hannah has successfully developed in-house HR infrastructures and in-house training programmes. Hannah provides a solutions-focused advisory service, supporting and coaching on a wide range of people management issues and brings her experience from the commercial sector to resolve matters efficiently, whilst intelligently assessing risk.



**Tom Wallace MCIPD**  
**Senior HR Consultant**

[tom.wallace@brownejacobson.com](mailto:tom.wallace@brownejacobson.com)  
020 7871 8513

Tom works as an HR Consultant within our Education Team, and has over eight years' experience working with schools, including working for a number of years with one of the largest multi-academy trusts. Tom specialises in educational HR, with a particular focus on multi-academy trusts. Tom has managed and led on a variety of large scale restructures, including a multi-million pound restructure affecting 400 staff. Tom has also advised on numerous CEO salaries, contracts and bonus schemes.



**Amy Phillips, MCIPD**

**HR Consultant**

amy.phillips@brownejacobson.com  
0330 045 2686



**Hayley Rivens, MCIPD**

**HR Advisor**

hayley.rivens@brownejacobson.com  
0330 045 2270



**Natasha Duckett, MCIPD**

**HR Consultant**

natasha.duckett@brownejacobson.com  
020 7871 8510



**Daniella Glynn, MCIPD**

**HR Consultant**

daniella.glynn@brownejacobson.com  
0330 045 2788



**Jessica Collinson-Shield,  
Assoc CIPD**

**HR Advisor**

jessica.collinson-shield@brownejacobson.com  
0330 045 2113



**Paul Miner, MCIPD**

**HR Consultant**

paul.miner@brownejacobson.com  
0121 296 0666



**Eleanor Drabble, MCIPD**

**HR Consultant**

eleanor.drabble@brownejacobson.com  
0330 045 2108



**Liz Shread, MCIPD**

**HR Advisor**

liz.shread@brownejacobson.com  
0115 976 6537



**Rachel Garrett, Assoc CIPD**

**HR Consultant**

rachel.garrett@brownejacobson.com  
0330 045 2214



**Esme Dickinson, Assoc CIPD**

**HR Consultant**

esme.dickinson@brownejacobson.com  
0330 045 2562



**Marie Ashton, Assoc CIPD**

**HR Consultant**

marie.ashton@brownejacobson.com  
0330 045 2800



**Sarah Ashley, MCIPD**

**HR Consultant**

sarah.ashley@brownejacobson.com  
0121 237 4586



**Heather Mitchell**

**Employment Partner**

Heather.mitchell@brownejacobson.com  
020 7871 8511  
London



**Ian Deakin**

**Employment Partner**

ian.deakin@brownejacobson.com  
0330 045 2265  
Manchester



**Rachel Billen**

**Employment Senior Associate**

Rachel.billen@brownejacobson.com  
0330 045 2803  
Exeter



**Emily Addai**

**Employment Senior Associate**

Emily.addai@brownejacobson.com  
0115 976 6501  
Nottingham



**Jennifer Jenkins**

**Employment Associate**

Jennifer.jenkins@brownejacobson.com  
0330 045 2375  
Birmingham



**Katherine Utton**

**Employment Associate**

Katherine.utton@brownejacobson.com  
0330 045 2206  
Nottingham



03

About us

# About us

In a constantly changing education landscape, it is more important than ever that you can rely on a specialist team of dedicated and trusted education lawyers and HR consultants that understand the competitive, challenging environment in which you operate.

We pride ourselves on helping you to do what is fundamentally right for your pupils and organisation. Always ahead of the curve, we provide fresh ideas and out of the box thinking to ensure that your school or academy trust is prepared, and able to take advantage of sector developments and opportunities.

As one of the largest legal and HR specialist teams in the country we have a wealth of education knowledge and experience and come highly commended; consistently featured in Band One of the Legal 500 and Chambers UK listings.

Ensuring we are providing you with a high quality, ethical service that meets your individual requirements means you can be confident that we will be honest, fair and open in all that we do, both internally and externally.

Our advice will be straightforward, practical, friendly and accessible. Our people are clear about what we expect of them and we trust them to deliver against clear principles, not policies. We are also committed to supporting you in the most cost-effective way.

This is why we are chosen and are trusted by over 1,300 schools and academies across the country every year and we have been recognised as five times winners of the EducationInvestors - Legal Advisors to Education Institutions category.

Our firm also enjoys strategic partnerships with the Association of School and College Leaders (ASCL), the Confederation of School Trusts (CST), the National Association of Head Teachers (NAHT) and the National Governance Association (NGA).

Our commitment to the sector is entrenched in everything we do. Utilising our experience and connections to unify our country's approach to life-long learning, we are currently active supporters of the following initiatives:

- Foundation for Education Development - a group established to develop a long-term education vision and plan that best serve the needs of our country and its people; and
- Timewise Foundation - a project aimed at improving access to flexible working at a more systemic level, of which you are also proactively involved.

Being so immersed in the education sector enables us to add real value. We host a range of events and forums (including our popular termly Regional HR Forums) throughout the year to enable our clients the opportunity to engage with, and learn from our team and each other.





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Contact us

# Contact us

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## Birmingham office

Victoria House  
Victoria Square  
Birmingham  
B2 4BU  
+44 (0)121 237 3900  
+44 (0)121 236 1291

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## Exeter office

1st Floor  
The Mount  
72 Paris Street  
Exeter  
EX1 2JY  
+44 (0)1392 458800  
+44 (0)1392 458801

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## London office

15th Floor  
6 Bevis Marks  
London  
EC3A 7BA  
+44 (0)20 7337 1000  
+44 (0)20 7929 1724

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## Manchester office

14th Floor  
No.1 Spinningfields  
1 Hardman Square  
Spinningfields  
Manchester  
M3 3EB  
+44 (0)370 270 6000  
+44 (0)161 375 0068

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## Nottingham office

Mowbray House  
Castle Meadow Road  
Nottingham  
NG2 1BJ  
+44 (0)115 976 6000  
+44 (0)115 947 5246





