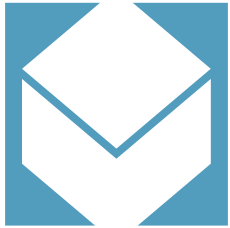


EMPLOYMENT LAW AND TRAINING



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EMPLOYMENT LAW AND TRAINING



The ever-increasing complexity of employment law is presenting greater challenges for employers in all sectors. In addition, there is greater awareness amongst employees of their rights, coupled with a willingness to enforce those rights.

Morgan Denton Jones operates exclusively within this arena and, through a combination of specialist legal advice and guidance, along with flexible and dynamic training programmes, provides HR professionals and senior managers with the knowledge and support they need to meet these challenges head on.



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ABOUT MDJ

Established by three partners with over 30 years experience of providing dedicated specialist legal advice in employment and human resource law, Morgan Denton Jones is Wales' first partnership of dedicated employment lawyers.

Whilst primarily South Wales focussed, with an office in Cardiff, we have extensive experience in acting for clients from all over the UK and further afield, including representing them in Employment Tribunals nationally. We pride ourselves on being able to offer the highest quality legal service in a manner, which is tailored to your needs.

We encourage you to get to know all three partners so that each instruction receives the attention of the most appropriate person with the expertise for the work involved. Unlike many other firms, our Partners will personally service your work from the outset and remain your key point of contact.

Across all our services we are committed to providing clear guidance on our charges in addition to any other costs you may incur as part of the legal process. We offer competitive rates (including fixed-fee arrangements) that help you to keep a close eye on budget whilst ensuring that employment issues are dealt with effectively.

YOUR GUIDE THROUGH THE WORLD OF EMPLOYMENT LAW



“We have been very pleased with the service we have received from Morgan Denton Jones. Where they have really excelled is in their ability to provide pragmatic yet accurate and thorough advice within a brief telephone conversation”

Mike Harris, HR business partner, The Seren Group

“Morgan Denton Jones offers commercial, down to earth solutions to HR managers across the business in a friendly and cost effective way.”

Hazel Shine, HR manager, The Number UK Ltd

Our experience enables us to assist with the full spectrum of contentious and non contentious employment and human resource related issues.

As a partnership that concentrates solely on employment law, we handle an extensive range of cases. This allows us to draw on direct experiences of working with clients that have encountered the same situations that you are facing.

We are strong on the law but we also understand the complexities of managing people in the workplace. What is more, you can be assured that the advice we give always takes into account the commercial realities that you face on a day to day basis.

As an HR professional or senior manager within your organisation, you will inevitably face a range of employment related issues. For example:

- ✦ Your organisation merged with another resulting in staff having different terms and conditions of employment. You want to harmonise those terms but are concerned about issues like TUPE protection and equal pay.
- ✦ You are aware that your contracts of employment and staff handbook are a few years old and may not take account of changes in the law or more flexible ways of working.
- ✦ You are planning a redundancy exercise and want to minimise the inevitable uncertainty this will create.
- ✦ You manage an employee who is underperforming. Their sickness absence record is worse than the average and when you try to manage these issues you receive a GP's certificate stating that your employee has “work-related stress”. You need advice on the way forward.
- ✦ You are a senior manager who has been offered a compromise agreement by your employer and you are unsure of whether you have been offered a good deal.

We provide practical solutions to these and other scenarios, set within the context of your own organisational structures and procedures.

Whether you prefer to meet face-to-face, access a dedicated hotline service or to arrange a group briefing for your managers, we will always provide a service tailored to your needs.



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EMPOWERING HR PROFESSIONALS AND MANAGERS

All our sessions are tailored to your requirements and incorporate your own policies and procedures. However, the emphasis is always to set the law into context and provide delegates with the knowledge they need to take away and implement in practice.

Through practical exercises – such as return to work interviews and mock tribunals – and encouraging debate and discussion our sessions are interactive and fun.

Some popular training topics include;

- ✦ Best practice in managing absence
- ✦ Dealing with bullying and harassment
- ✦ Diversity and equality in the workplace
- ✦ Best practice in recruitment
- ✦ Changing the contract of employment
- ✦ TUPE in practice
- ✦ Handling redundancies

We believe in assisting you wherever we can through the provision of high quality practical training. In particular, we are committed to equipping you to deal with every day challenges of managing people, keeping you up to date with developments and helping you to avoid costly employment disputes. Our training is available in the following formats:-

- ✦ One to one coaching in an area of perceived need
- ✦ Short legal briefings on recent developments or new areas of law
- ✦ Legal “clinics” used to discuss case-studies or areas of concern
- ✦ Seminars lasting from 3 hours to 2 days
- ✦ Regular seminars as part of management development programmes



For a full list of topics or a no-obligation assessment of training requirements please contact us.

What our clients say about our training:-

“We are very pleased with the sessions you delivered for us, you have an excellent delivery style and detailed knowledge of the subject matter and I really hope that we will be able to work with you again in the future”
Cardiff Council

“Not only did the training achieve all our learning outcomes but it was focussed, relevant and aimed at the right level. I would definitely recommend this type of training for all my managers.”
Ray Imperato, chief fire officer,
Cardiff International Airport



Mark Morgan LLB

Originally from London, Mark came to Wales to study law at Cardiff University. After graduating, with honours in 1993, he completed his legal training, gaining a commendation from the College of Law, Chester. Mark worked for an international law firm in the City before joining one of Wales' leading law firms in 1996.

For the past 10 years, Mark has been a dedicated employment law practitioner, advising many of Wales' highest profile employers and some of the UK's biggest companies. He has regularly acted for a wide range of private sector employers including start-ups, owner-managed businesses, SMEs, larger limited companies and listed multi-national organisations.

In the public sector, Mark has extensive experience in the fields of health, education and government. He has regularly been instructed by NHS Trusts, Universities, Further Education Colleges, Housing Associations and Government departments.

Mark has a wide experience in all aspects of employee disputes and non-contentious employment law, including dismissal, discrimination, redundancy, staff transfers, employee monitoring and complex contract claims involving senior executives. He appears as an advocate in the Employment Tribunal and conducts appeal cases in the Higher Courts.

Mark is a regular speaker on employment law at events in Wales and the UK.



Anna Denton MA Oxon

Anna qualified as a solicitor in 2000 having gained practical experience in the construction industry whilst at university. Her training was in a specialist employment team within one of Wales' largest law firms.

Anna has undertaken a broad range of contentious and non-contentious work in both the public and private sector, for employers of all sizes. Particular projects have included advising large groups in relation to the termination of their employment, drafting employer's manuals and guidance documents, auditing contracts and handbooks and drafting model policies and procedures. She regularly advises employers on TUPE transfers (including PFI and PPP) and redundancy exercises.

In addition to legal work Anna has real expertise in providing employment related training. This role has involved providing regular updates, input into management development programmes and specialist tutorials in such areas as age discrimination, data protection, managing absence and avoiding unfair dismissals. She also speaks at events organised by ACAS, local authorities, healthcare bodies and recruitment consultants.

Anna lectured for four years on the Chartered Institute of Personnel Development's Professional Development Scheme and is now a committee member of the South Wales Branch. An accredited workplace mediator, she regularly has articles published in trade journals, including People Management and Personnel Today.



Jenny Jones LLB

Jenny qualified in 1998 as a solicitor in commercial litigation with a City law firm before moving to another City firm where she specialised in employment law. She moved to Wales in 2001 and joined the employment team of one of Wales' leading law firms based in Cardiff.

Since qualification, Jenny has handled a wide variety of work within the employment field for both public and private sector clients. She has extensive experience defending clients in contentious employment disputes across all aspects of discrimination law, including sex, race, religion/religious belief and age, in addition to advising on complaints of unfair and constructive dismissal and breach of contract claims.

Jenny regularly advises employers on non-contentious matters, such as the management of internal human resourcing issues relating to grievance and disciplinary procedures and the application of the statutory dispute regulations, drafting contracts and providing practical advice on handbooks and policies.

Jenny's experience extends to advising senior executives on departure strategy and the negotiation of compromise agreements, including complex share option issues. She also advises employers on the management of redundancy situations.



10 REASONS FOR CHOOSING MORGAN DENTON JONES...



1 Specialists

Our firm is a dedicated employment law practice. We provide high quality advice, representation and training in this area of law alone.

2 Practical advice, personally delivered

Our advice is given personally by partners with over 30 years' collective experience of advising many of the biggest employers in Wales at one of the country's premier law firms. You will not "meet the partner" once, then find your work is serviced by an inexperienced junior lawyer.

We are also well versed in advising SME and owner-managed businesses. We are one of these ourselves and understand this environment.

3 Accessibility – 24 hours/day

Our IT systems mean we are able to offer you advice and assistance 24 hours a day by phone or e mail. We are "on call" whenever you need us.

4 Value for money

Our streamlined structure and lower overheads enable us to offer "big firm" quality advice at much reduced rates. We simply don't have the overheads associated with large law firms.

We offer highly competitive hourly rates but are also happy to agree other fee arrangements, including fixed fees where appropriate. Our fees will always be transparent, so there will be no nasty surprises.

5 Training solutions

We believe prevention is often better than cure. We provide bespoke training on a wide range of topics to address your specific needs and advise on introducing and refining staff policies and processes.

6 Efficiency

We have invested in the latest information technology to maximise efficiency, improve our flexibility, save time and reduce your costs.

7 Innovation

We are always looking for ways to improve the service we provide. We are now working with a leading legal software provider to develop the UK's first employment law case management system. Again, this will save you time and money.

8 Occupational health partnerships

We have an established relationship with independent Occupational Health advisers who will offer discounted rates to our clients.

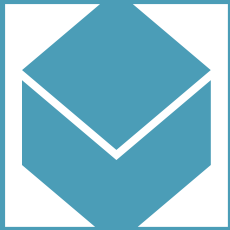
9 Consultancy links

We also have an established relationship with independent HR consultants who can provide, credible investigatory and job evaluation work at discounted rates.

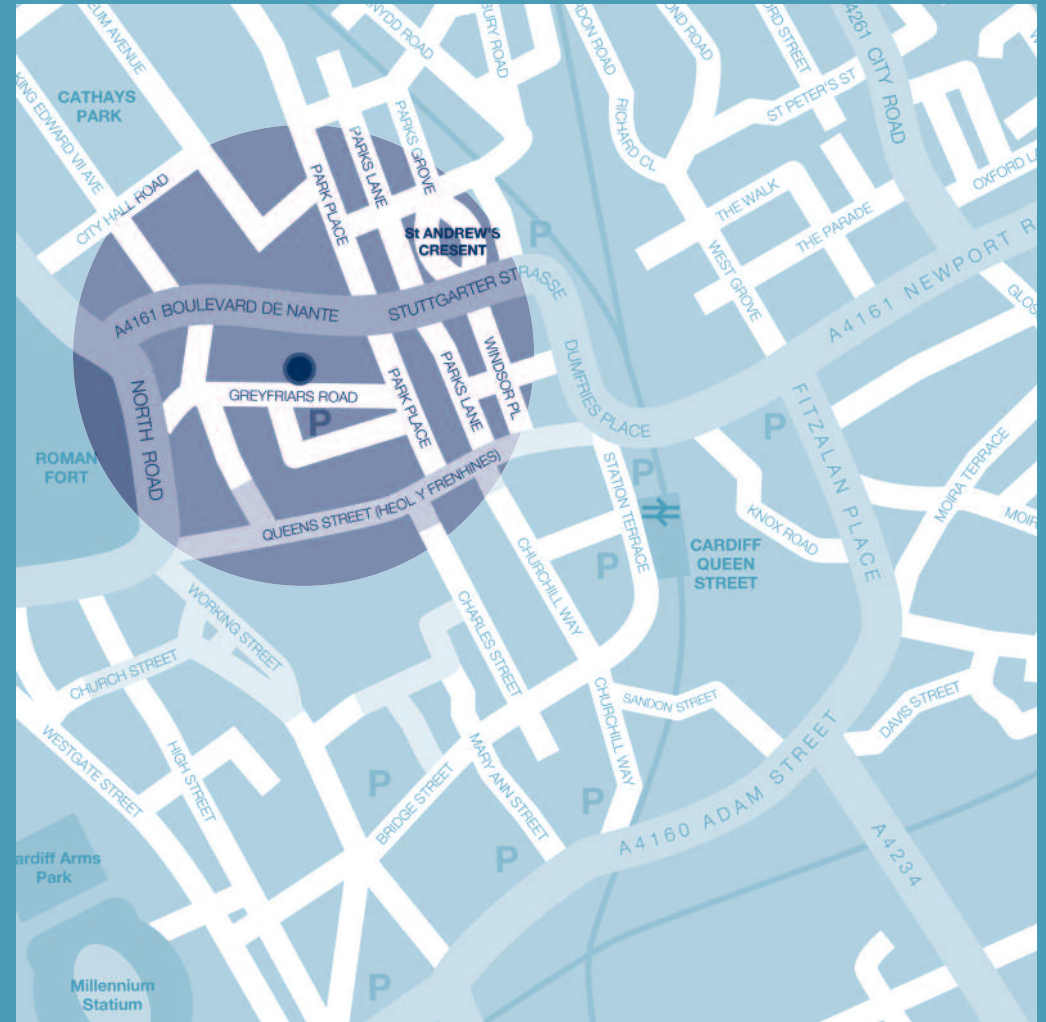
10 Part of your team

We want to build business relationships that will last for many years to come. We want you to have confidence that we will be there to support your business, whenever you need us.

We will always be approachable, pragmatic and focus on the outcome you want. We believe that you will like the way we work and the solutions we will work with you to deliver.



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