

Report to: Personnel Committee

Report Ref: P1908
Meeting Date: 11th July 2019
Agenda Item: 8
Prepared By: Town Clerk



Subject: Ellis Whittam

1.0 BACKGROUND

The committee contracted retained HR support with Ellis Whittam for a three year period commencing in April 2018. The annual cost of the service is £1.7k plus £60 for legal expenses insurance.

2.0 SERVICE SCOPE

The service from Ellis Whittam is for unlimited support from legally qualified Employment Law advisors. The council has a dedicated advisor rather than dealing with different advisors each time. Support is available by telephone or email and they provide support for any employment law issues e.g. absenteeism, maternity leave, zero hours contracts, discipline/grievance matters etc. Emails are usually responded to with written advice within 24 hours.

Ellis Whittam can provide bespoke documents/letters as needed and review contracts and policies to ensure they meet best practice. As the council pays for legal expenses insurance Ellis Whittam will defend the council at any employment tribunal claim. This insurance also covers defence of claims under the Equality Act and TUPE regulations and pursuit cover to enforce contract covenants.

The service also includes regular newsletters and access to a range of materials including template letters and documents and advice notes.

3.0 DECISION REQUIRED

None, for information only.



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