



# Global HR Support

## Vistra Corporate Law



# Our team and experience

Successfully handling workforce issues requires not only an excellent understanding of a complex and rapidly changing area of law but also innovative solutions that are tailored to the needs of the particular business.

Our team of employment lawyers and HR specialists are always on hand and approachable. Our ethos is to work in partnership with our clients to provide a joined-up approach and wherever possible limit their exposure to risk at an early stage.

We take time to understand each of our clients' businesses and specific goals and deliver practical solutions to the full range of employment and HR issues.

Whether you just need an occasional sounding board for an existing HR function, a comprehensive review of your contracts and policies within the jurisdictions you operate in, or more extensive support on an ongoing basis, you can tap into a bespoke package of HR support and advice that suits your company, regardless of size, sector or employee numbers.



## Victoria McMeel Director, Solicitor



Victoria heads up the employment team at Vistra. An employment solicitor and HR specialist with more than 15 years' experience, Victoria previously worked as a specialist employment solicitor for top 100 UK law firms before joining Vistra.

Regularly advising a wide range of clients, including large multi-nationals, listed companies, FTSE 250 companies, SMEs and start-up businesses, Victoria also regularly defends large employers in all types of tribunal claims.

She is recognised for her practical and commercial approach to complex employment issues: getting clients to where they need to be with the “minimum of fuss”.

Victoria advises on the full range of contentious and non-contentious employment law issues including advising on business reorganisations, executive severances, employee relations issues such as grievances and disciplinaries, drafting contractual documentation and advising on the TUPE implications of outsourcing and business transfers.

As a dual qualified employment solicitor and HR specialist, Victoria draws on a diverse range of skills when advising businesses on their employment issues.

## Dana Ewans Senior Associate

Dana has worked within the employment team at Vistra since its inception and has over 8 years' employment law and HR experience. Dana also has 5 years' experience of corporate law which offers her an excellent understanding of the corporate structures adopted by her clients and how this affects their employees.

She regularly supports a wide range of clients from large multi-nationals to SMEs and start-up businesses offering a pragmatic and tailored approach for each individual business.

Dana advises on the full range of contentious and non-contentious employment law issues including business reorganisations, employee relations issues such as grievances and disciplinaries, and drafting contractual documentation.

With her particular interest in working with overseas companies who are moving into the UK, she is able

to use her knowledge and experience to ensure that they comply with all the necessary obligations on a UK Employer, without overburdening clients with unnecessary employment documentation in the early stages of their venture.





# Employment support

## Global HR compliance check

We offer a full compliance review of your employment documentation in any of the jurisdictions which your business operates in.

We are happy to tailor a compliance package to suit the needs of your business. Here are two examples of different approaches we could take:

### Health Check

If you consider your employment documents to be relatively up to date, we can offer a light touch health check including consideration of the following points:

- compliance with UK employment law;
- GDPR compliance; and
- best practice.

### Detailed Review

If it is the case that your employment documents have not been reviewed or updated for some time we can offer a more detailed review and updating service covering for example:

- updates to reflect changes in legislation;
- appropriate use of restrictive covenants; and
- bonus schemes and commission schemes.

# Jurisdictional employment toolkits

We understand how busy life is for HR professionals and we would like to make it as easy as possible for you to deal with the matters that arise. We can prepare a range of toolkits tailored to your needs covering anything from absence management to flexible working.

In particular, we offer multi-jurisdiction employment toolkits. These typically include offer letters, template contracts, basic policies and guidance in relation to employing and recruiting individuals in the chosen jurisdictions, but we can tailor them to include any employment documents that you feel are necessary for your business.

## Employment GDPR support

The General Data Protection Regulations (GDPR) apply in the UK and across all other EU member states from 25 May 2018. The GDPR gives data subjects (including employees, workers, job applicants, consultants etc.) greater rights and place additional obligations on their employers (i.e. data controllers).

We can review your contracts of employment to ensure that relevant up to date data protection provisions are included. We can also prepare a GDPR compliant data protection policy and employee and job applicant notices which are a requirement under GDPR.

Privacy Notice for Employees Privacy Notice for Job Applicants	A legal minimum requirement under GDPR
Data Protection policy	Covers the workforce – i.e. job applicants, employees, workers, contractors, volunteers, students on work experience, apprentices, subcontractors, consultants and former employees.
Employment Contract compliance toolkit	Includes: <ul style="list-style-type: none"> <li>• review and make amendments to current contract of employment;</li> <li>• guidance note regarding changes to terms and conditions of employment; and</li> <li>• letter to employees informing them of change to contract of employment.</li> </ul>
Subject Access Request toolkit	Includes: <ul style="list-style-type: none"> <li>• initial response letter to employee;</li> <li>• detailed response letter to employee; and</li> <li>• internal procedure for dealing with Subject Access Requests.</li> </ul>
Training	We can provide training to your managers on how to manage data subject access requests, data erasure requests and objections to processing

# Wider Employment and HR support

We also offer clients a global HR support and advice line to provide day to day support on the full range of HR and employment matters. We are happy to work with you to tailor this package to the relevant jurisdictions within which you operate and the specific level of support that you require.

Should you require a broader range of support outside of the helpline setting, we can provide a support service either in addition to, or combined with the provision of an advice line.

We can tailor fee structures to suit you, including:

- pay as you go
- pre-paid
- fixed fee
- monthly retainer

We are able to offer:

- full ongoing employment law support (e.g. employment advice on reorganisations, acquisitions, full restructuring papers, defending and settling tribunal claims, exiting senior staff) which are priced at competitive rates on a case by case basis;
- access to informative webinars and newsletters on new employment guidance and legislation that affects their business; and
- training for your workforce on HR and employment law issues.

# Next steps

If you have any questions or would like to discuss our services in greater detail, please don't hesitate to contact us:

## Our Team



**Dana Ewans**  
Senior Associate  
E: [dana.ewans@vistra.com](mailto:dana.ewans@vistra.com)



**Victoria McMeel**  
Director, Solicitor  
E: [victoria.mcmeel@vistra.com](mailto:victoria.mcmeel@vistra.com)



**Megan James**  
Trainee Solicitor  
E: [megan.james@vistra.com](mailto:megan.james@vistra.com)

### About Vistra

Vistra is one of the world's leading corporate service providers. Vistra offers trust, fiduciary and fund administration services and now has the unique capability of providing integrated legal solutions to its global client base. Vistra employs over 4,000 professionals in 46 jurisdictions throughout the Americas, Europe (including the UK), Middle East and Pan Asia Pacific.