

## THE LAW FOR BUSINESS CORPORATION LIMITED

Tel: 01453 890984 / Fax: 01453 890955 / Email: [execoffice@lawforbusiness.co.uk](mailto:execoffice@lawforbusiness.co.uk) / [www.lawforbusiness.co.uk](http://www.lawforbusiness.co.uk) / Post: The Law for Business Corporation, Limited, PO Box 3025, Gloucester, GL2 7YG.

### PRODUCT INFORMATION AND ORDER FORM

Listed below are details of our Products that are available for GPs and Practice Managers. Should any of our products be of interest to you, please tick where appropriate, and complete your details. Orders for all products are subject to our standard terms and conditions.

<i>Product Description</i>	<i>Tick to Order</i>
<p><b>THE GOOD EMPLOYMENT HANDBOOK</b></p> <p><i>The Good Employment Handbook enables GPs and Practice Managers to deal with employment issues in-house: saving time, legal fees, and damages. Even with more complicated disputes, the need for professional legal advice is reduced in the early stages.</i></p> <p><u>Description</u> The Good Employment Handbook contains all the information needed by surgeries to deal with almost any employment issue that can arise in the workplace. The Handbook, which is written in plain English and based upon our extensive experience of employment law issues affecting healthcare providers, gives practical guidance on employment law, providing sample letters and documentation, flowcharts, surgery scenarios, case studies and checklists. The Handbook contains step by step guidance on a number of matters such as how to conduct disciplinary hearings, implement redundancies, deal with staff sickness and resolve recruitment problems.</p> <p>Since employment law is one of the fastest changing areas of legislation, this product includes a subscription service and updates are issued throughout the year, along with explanatory notes.</p> <p><u>Price</u> £250 (no VAT applicable); £15 p&amp;p. The Good Employment Handbook consists of two large volumes . Subscription runs for twelve months from date of purchase and is subject to renewal each year.</p>	
<p><b>THE SPECIMEN EMPLOYMENT CONTRACT PACKAGE (SURGERY EDITION)</b></p> <p><i>A well-drafted contract will minimise any grounds for legal action by employees and is an exceptionally effective tool to protect the surgery. Our complete toolkit contains everything you will need.</i></p> <p><u>Description</u> The Specimen Employment Contract Package is a professionally drafted template contract of employment specifically developed for surgery staff. The contract contains built-in protection against employment disputes and claims. It contains detailed sickness reporting requirements and an extensive Staff Handbook, along with a great number of policies, including Equal Opportunities, Data Protection, Maternity and Paternity Leave, Equal Opportunities, Recruitment and many more. Templates for a Temporary Contract and a Fixed Term Contract are also included.</p> <p>The package includes The Employment Contracts Handbook which explains in great detail the clauses in the Specimen Contract itself and provides alternative wordings, and a complimentary Contract Checking Service for one contract based on the Specimen Contract (with the exception of a contract for a salaried GP).</p> <p><u>Price</u> £246 plus VAT. The Specimen Employment Contract Package consists of a CD-ROM with accompanying documentation. A subscription runs from 1<sup>st</sup> January to 31<sup>st</sup> December in any calendar year, and is subject to renewal on 1<sup>st</sup> January of the following year. A subscription entitles the subscriber to receive all updates issued to the package during the subscription year.</p>	

## SPECIMEN PARTNERSHIP AGREEMENT (PMS / GMS)

*A partnership is a very complex commercial relationship and partners have unlimited personal liability. A well-drafted partnership agreement is essential to override the application of the often unhelpful clauses of the 1890 Partnership Act.*

### Description

With over thirty-six detailed clauses and numerous policies, our Specimen Partnership Agreement is a professionally drafted partnership agreement, tailored to the needs of medical practices. Separate agreements have been produced for GMS and PMS practices. The agreement can be easily tailored to the surgery's specific needs and comes with a detailed commentary, which explains the purpose and meaning of each individual clause. The agreement is also accompanied by a number of policies for partners covering, for example, Maternity Leave and Holiday Entitlement.

This clear agreement will also assist with partnership disputes and contains a mechanism for resolving them. It also contains policies governing the rights of partners in relation to indemnity, time off and many other key issues.

### Price

£250 plus VAT.

Subscription runs for twelve months from date of purchase and is subject to renewal each year.

The Specimen Partnership Agreement consists of a CD-ROM with accompanying documentation.

## THE HEALTH AND SAFETY AT WORK LAW HANDBOOK (AVAILABLE Q1 2015)

*Written specifically for Practice Managers, this is a comprehensive guide to compliance and avoidance of accidents, injuries and liabilities in the workplace.*

### Description

This handbook contains practical advice, examples and checklists which will assist with achieving CQC outcomes, allow you to comply with the law and cut the costs of workplace injury.

Surgeries have identified staff issues and infection control as areas of concern - how to deal with these and many more issues are covered.

The handbook provides numerous proper risk assessments of the working environment, along with worked examples and health and safety templates.

Where an accident could not have been anticipated, having correct procedures and protocols in place will ensure that the various codes and regulations are adhered to. This will reduce the possibility of claims being made against the partners for negligence and breach of health and safety regulations.

### Price

£300 plus £10 p&p.

Subscription runs for twelve months from date of purchase and is subject to renewal each year.

**This product will be available in Q1 2015. An invoice will be sent to you at the time of despatch.**

Name: ..... Position:.....

Practice Name and Address: .....

..... PMS  GMS

Postcode: ..... CCG: .....

Telephone No: ..... Facsimile No: .....

E-mail address: .....

*Please return this form by post, fax, or email*