

The **Methodist** Church 



The Methodist Church Legal Services Framework:

Capsticks' Legal Services for Managing Trustee Bodies

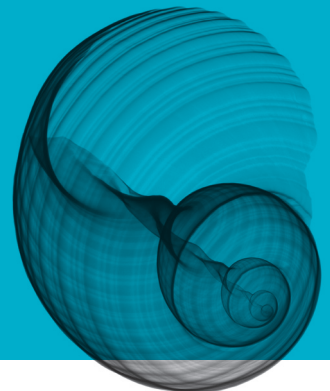


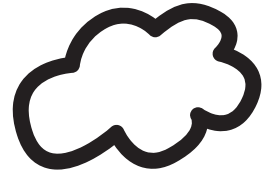
Benefits of your Legal Services Framework

To support Managing Trustee Bodies in accessing high quality legal advice, TMCP and the Connexional Team have set up a legal supplier framework to reduce your legal costs and improve the quality and consistency of advice that you receive.

By using Capsticks your charity will benefit from:

- **Peace of mind** that we have the necessary expertise and experience to advise you on the legal issues that affect your charity;
- **Discounted charging rates** so you can be assured you are getting maximum value for the charity's money;
- **30 minutes free legal advice** from a lawyer on each new matter;
- **Free meet the team time at various events** such as the Resourcing Mission Forum, District Property Secretaries Meetings and the Superintendents Conference;
- **Training opportunities** invitations to our regular training seminars and bespoke training for your own charity on a wide range of issues affecting managing trustee bodies;
- **Partnership working with the Trustees for Methodist Church Purposes and The Connexional Team.** We are working in partnership with TMCP to make transactions run as smooth as possible for all parties.
- **Regular legal updates** on key issues that affect your charity, if you choose to sign up to them.





Welcome

Capsticks is very pleased and proud to have been appointed to The Methodist Church's Legal Services Framework for managing trustee bodies and we look forward to working with you and supporting you in achieving your Mission.

We are a national, full-service law firm and are independently ranked by the leading legal directories (Legal 500 and Chambers) in the top tiers in our chosen fields.

We have extensive experience of advising charities including those linked to the Methodist Church, such as **Action for Children** and other faith-based organisations, such as the **Church of England Pensions Board**. We help charities such as these to achieve their objectives: from dealing with day to day legal issues right through to dealing with complex, sensitive projects. We understand the unique environment in which you are operating and this enables us to deliver practical and cost-effective legal support.

This booklet provides you with a flavour of the services that we can offer and please do get in touch with me or any of our team (see the team sheet at the back): we would be pleased to hear from you.

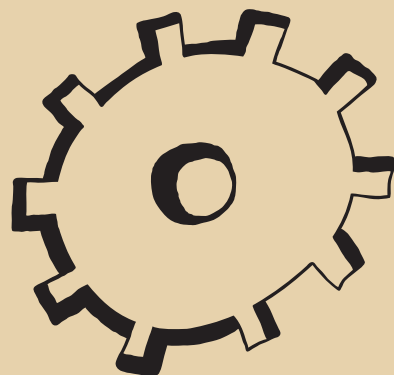


SARAH SKUSE
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Legal Services**

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How we can help you

As a pre-approved legal supplier to The Methodist Church, you can have peace of mind that we have the necessary expertise and experience to advise you on the legal issues that will affect your charity.



Here are some examples of the type of issues which we can advise you on.

Property & Construction Matters

We have over 60 lawyers nationally with extensive experience of advising charities on all types of property work.

As you would expect, we have considerable experience of advising charities on the property requirements of the Charities Act 2011 and their related trustee duties. This experience means that you are in safe hands when we are acting for you.

Examples of our work:

- Manse conveyances
- Selling and buying commercial property
- Leases including the grant of new leases, renewals and terminations
- Licences, tenancies at will
- Developments projects
- Dealing with property disputes
- Advising on construction procurement options
- Negotiating building contracts (standard form and bespoke) and consultants' appointments
- Planning law issues from section 106 agreements, highway agreements and agreements with statutory undertakers

Commercial Matters

Our national team of Commercial Lawyers provide commercial and contracting advice to privately and public funded organisations across the country including on:

- Commercial contracts
- Joint ventures
- Subcontracting arrangements
- Income generation schemes
- Advice on intellectual property matters
- Commercial contract disputes

Employment

Our specialist employment team of over 50 lawyers advises across the full spectrum of employment/ HR issues affecting charities including:

- Advice on a wide range of employment law issues and training for front line managers
- Advice on atypical workers including volunteers
- TUPE issues
- Change to terms and conditions and staff reorganisation projects
- Employment Tribunal & higher Court litigation
- Complex discrimination and whistleblowing claims
- Advice on the management of ill-health, disciplinary, performance and grievance processes
- Complex safeguarding and health and safety cases

Civil Litigation & Safeguarding

We support charities on a wide range of commercial litigation matters including advising on contract terms in the context of the threatened or actual breach of contract. We also advise on all forms of Alternative Dispute Resolution.

Reputational issues

Capsticks has extensive experience of advising on the conduct of high profile and sensitive inquiries and the handling of the media in the most sensitive of circumstances.

Frequently asked questions

With a team of over 250 specialist lawyers available to answer your queries, you can be assured that whenever you need to instruct us we will:

- *respond promptly and efficiently*
- *provide advice in plain English, with no legal jargon*
- *allocate a lawyer who will be trained on Methodist Church requirements*

When should I seek legal advice?

A good rule of thumb to ensure you are complying with your duties as a charity trustee is to get in touch with us as soon as you think you might need legal advice, particularly if you are thinking of changing your property arrangements or entering into an arrangement with another party.

You benefit from 30 minutes of completely free legal advice on any new matter. Give us a call and we can advise you on next steps and when to instruct us and other relevant professionals (such as a surveyor).

In our experience, clients who get in touch early on save time and legal costs in the long run.

How can I instruct Capsticks?

You can contact any of our dedicated team and please see our contact details on the back page. We'll be in touch with you within two hours of hearing from you.

How much will your advice cost?

Before starting any work, we will always agree a cost with you for the work you require. We can also agree a fixed fee for a wide range of work meaning that you have certainty of costs from the outset.

Who will represent us?

You will have a dedicated lawyer acting for you. All the lawyers you will deal with will be trained in dealing with Methodist law and policy, including TMCP requirements.

I've never used a lawyer before, what can I expect?

At the outset, we will talk you through the likely course of the matter and we will continue to support you throughout it.

We'll give you legal advice in plain English and we are committed to delivering the maximum value for you on your legal spend.

Our team



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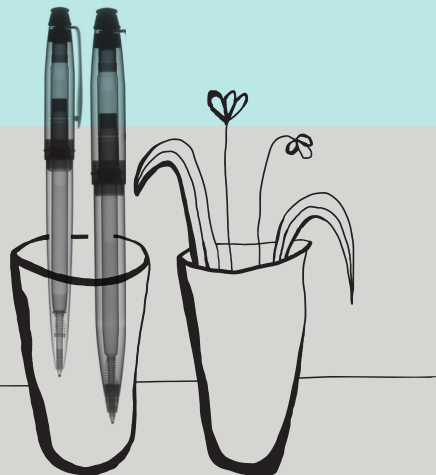
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