

How You Can Help Us

1. The service is only available to provide guidance to members within the Association of Independent Museums.
2. We wish to assist as many members as possible so will be offering one free 30-minute call in a 6-month period.
3. Our form has a section for you to provide a summary of the query you would like to discuss with us. A summary is enough as it is usually more helpful for us to discuss in more detail during your consultation. Please provide the names of your organisation and any counterparties so we can check that we can provide you with a consultation.

How We Will Help You

1. In the 30-minute consultation we will provide you with general guidance about HR and employment law. This is not a substitute for any formal legal advice you may require.
2. If your enquiry is too complex for this service, we will let you know. If you wish to engage us, we would be happy to discuss further.
3. If you require further advice on your enquiry following your consultation we can provide you with information about the work, how we can assist you and our likely charges for such work.
4. The consultation will be scheduled during our normal business hours unless we agree alternative arrangements with you.
5. As part of the consultation, we are not able to consider or draft any documentation or other written communications. Our guidance will be provided verbally and not in writing.
6. Where we are obliged or constrained by certain professional, legal or regulatory duties or obligations we may not be able to accept your enquiry and may not be able to share the nature of such obligations or provide you with reasons as to why we are unable to assist.
7. The consultation will be provided by either a Partner or Associate within our Employment team. Details of our Employment team can be found [here](#).
8. We will only keep records of your consultation for as long as they are required, and we are bound by rules to keep your information confidential (unless necessary to disclose by law).
Please see our [Privacy Notice](#) for more information on how we process your data.
9. As a regulated law firm we are required to provide you with additional information such as our maximum liability limit of £3,000,000 on the advice provided in the call and your right to complain through [our Complaints Procedure found here](#).
10. Our advice is limited to English law. While we can advise you on certain HR practices in Scotland and Northern Ireland, there may be occasions where we may need to refer to you to solicitors qualified in Scotland and Northern Ireland.