



## Fiona Sinclair

### HR Consultant

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Fiona is a highly competent, astute and pragmatic HR Consultant, with over 20 years' experience advising and guiding companies through the minefield of employment law. She is widely regarded for her meticulous attention to detail.

Since joining Darwin Gray in 2006 she has worked closely with the firm's team of employment lawyers to provide clients with a unified and seamless HR and employment law service, offering them practical, hands-on assistance or advising behind-the-scenes, whichever they require.

Her work includes conducting disciplinary and grievance investigations and hearings, including appeals, advising on performance and attendance management, and drafting contracts and handbooks. She also conducts consultations on redundancies, transfers of undertakings (TUPE), and changes to terms and conditions. She is also expert at dealing with problems arising out of holiday and sick pay issues.

Fiona has extensive experience of delivering interactive and informative training sessions, often in collaboration with her lawyer colleagues, combining up-to-date legal best-practice with tools and techniques for its practical implementation.

Fiona works with many clients on a fixed-fee monthly retainer, providing HR advice on a broad range of topics, such that she has become their trusted HR business partner. She also works on fixed fee projects as well as providing advice on an ad hoc basis.

### Recent work

- Supporting a multi-national client with a consultation process on changing the terms and conditions of their 250 UK-based employees
- Establishing and implementing an HR framework for an IT company with ambitious growth plans
- Acting as the UK HR Business partner for a global manufacturer with 2 operational sites in the UK, acting as the interface between corporate HR strategy (driven by Germany) and operational HR support
- Guiding a client through the redundancy of one individual from selection pool of 5
- Managing the ill-health termination of a CEO
- Managing the recruitment, selection and appointment process for a new CEO
- Undertaking a forensic review of an alleged fraudulent expenses claim for a charity and advising on the disciplinary process that ensued
- Delivering a 2-part training session to new managers on the role and responsibilities of a manager
- Advising on and setting up a process for undertaking DBS checks on all new and existing employees
- Investigating allegations of bullying and harassment against a field manager in a UK-wide manufacturing client and handling the resultant actions
- Advising a fast-growing tech company on how to attract and retain top talent
- Managing the implementation of an online HR management system for a charity and an IT company

### Expertise

- Advising clients on all aspects of HR in the employment lifecycle
- Assisting clients with GDPR compliance
- Conducting disciplinary and grievance investigations and hearings including appeals
- Finding practical, pragmatic solutions to employment issues
- Managing the employment aspects of TUPE transfers

### Career

### Experience



- HR Consultant, Darwin Gray, 2006 - present
- Co-founder, Blue Apple HR Solutions Ltd, Cardiff, 2001 -2006
- Management Consultant, Lloyds Masters Consulting, London, 1999 - 2001
- Graduate Trainee, Quality Systems Auditor then Supply Chain Executive, Nestlé UK Limited, 1993 - 1998

### **Education**

- Portsmouth High School
- Reading University

### **Membership**

- Chartered Institute of Personnel and Development