

Hello everyone,

I have recorded this business update on behalf of the partnership separately from the usual communication cascade as this update is specifically focussed on ensuring the business remains viable and competitive in the market.

We have today entered into a period of consultation with a small number of our valued business services team members regarding some possible changes to our organisation structure.

The members of staff who are potentially affected by our proposals, and who, may potentially be at risk of redundancy subject to feedback and consultation, have been contacted already, so if you have not already been contacted then you are not directly affect.

The proposals involve a restructuring of some of the business services team potentially affecting the following roles: the Catering Services Assistant role; the Reception and Office Services Administrator role, one of the three Finance Assistant roles, and finally one of the three roles currently covered by two Trade Mark / Patent Records Administrator roles and the Principal Patent Secretary / Grant role.

In drafting the proposals, the partners have given the most careful thought to both the needs of the business as well as the impact on our valued staff. Detailed and lengthy consideration has been given to the proposals. The reasons for the proposed changes, as well as more information on how each department is potentially impacted, are set out in a document that is being emailed to you along with this update.

I should emphasise that in formulating the potential changes and entering into discussions about them, we have made it very clear that we are committed to doing what we can to minimise the impact on individuals, and our discussions with those individuals will continue over the coming weeks so that we can support them, hear their views and seek their input on the proposals, which are not set in stone.

As I say, the members of staff who are potentially affected by our proposals have already been spoken to. Their team members will also have an opportunity to comment on the proposals. So if you have not already been contacted then you are not directly affected.

I must stress that these proposals are strictly confidential, so please do not discuss them outside of the firm. We will keep you updated appropriately as the consultation and discussions with potentially affected staff continue, but if you have any questions please speak to, or email, Karen, Ian, Lawrence, Sarah Darby or myself.

Thank you.