

mms

**maclay murray
& spens LLP**

MMS Guide to Working in the UK

Summer 2008



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1.

Introduction to Maclay Murray & Spens LLP



Introduction to Maclay Murray & Spens LLP (MMS)

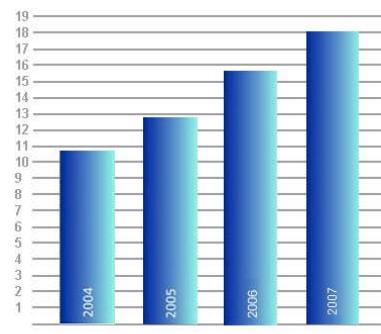
MMS is one of Scotland's largest full service, independent, commercial law firms. We have offices in Glasgow, Edinburgh, Aberdeen, London and Brussels with a workforce of around 605 people. This level of resource, coupled with strong management and a clear vision of where we want to go as a firm, has resulted in impressive growth over the last few years. Last year our turnover rose by 12% and our profitability by 13% and we expect to beat these figures this year. In the Career Report 2006 by The Lawyer, MMS was listed as the top Scottish firm in terms of number of partner appointments, 20, in the last three years. The current Chambers UK Guide to the Legal Profession credits us with 46 recommended individuals, more than any of our Scottish-based competitors.

Our continued success in Scotland has allowed us to invest in growing our London presence. Our London office has grown by around 40% in terms of numbers of employees in the last 3 years partially through a merger with the highly respected corporate boutique, The City Law Partnership. In December 2005 we moved to fantastic new London offices designed by world famous architect Sir Norman Foster at One London Wall near St Paul's Cathedral and the Barbican.

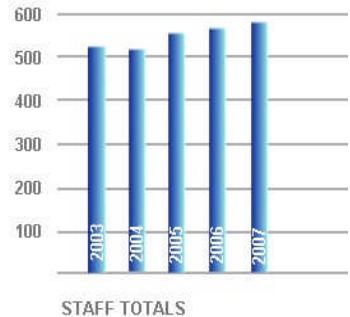
The firm is structured into 12 main departments. They are: Banking & Finance; Capital Projects; Commercial Dispute Resolution; Construction & Engineering; Corporate; Employment, Pensions & Benefits; EU, Competition & Regulatory; IP & Technology; Private Client, Property, Social Housing and Tax.

The firm has exceptional quality in all departments and continues to strive towards pre-eminence in these areas of work. We recognise that many transactions require hand-picked teams made up of lawyers with unique skills for us to ensure the specific needs of our clients are fully met. To this end, we ensure that all departments and units work closely together to give the client the best possible service.

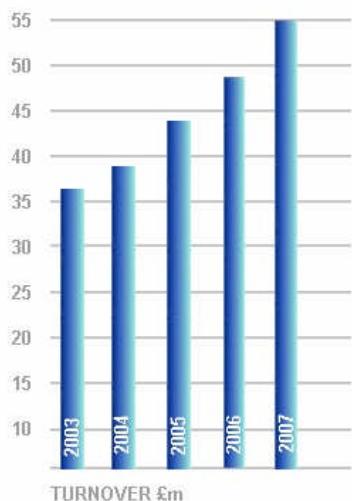
The skills that have been developed over the years by our people and their commitment to anticipate the needs of our clients, both corporate and private, gives us our competitive edge, and ensures our clients are given a comprehensive legal service.



PROFIT £M



STAFF TOTALS



TURNOVER £m

Our clients

Maclay Murray & Spens has a significant UK, European and international client base, which can be serviced from any of our five offices in Aberdeen, Edinburgh, Glasgow, London and Brussels.

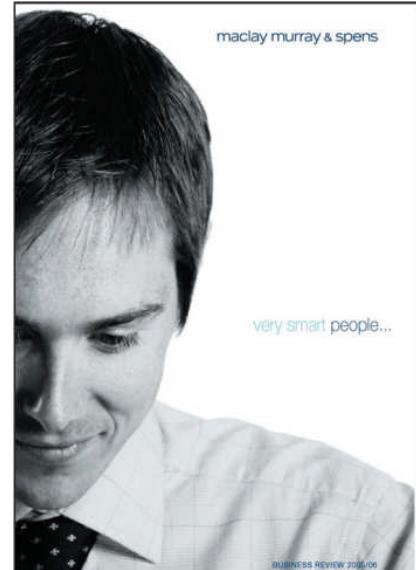
Here's what some of our clients say:

"It's comforting to have MMS with its size and resources supporting us. The firm's membership of Lex Mundi has proved particularly useful for us. If we have business abroad then our first port of call would be to check out the Lex Mundi relationship firm. We've used them successfully in Thailand, Korea and various other parts of the world."

Martin Cooke, Group Company Secretary, The Edrington Group

"Most lawyers have the technical expertise, but the real value comes in how they advise clients to apply it. MMS has worked with us for over 10 years and their advice has been instrumental in securing a range of important acquisitions that have helped us to grow the business at home and abroad."

Martin Gilbert, Chief Executive, Aberdeen Asset Management PLC



MMS is the sole UK member of Lex Mundi, the world's leading association of independent law firms. Lex Mundi now boasts more than 20,000 lawyers in 160 member firms, with more than 560 offices in 99 countries. Laws and regulations vary wildly and can be highly complex, so local expertise is essential when companies seek to compete in the global economy. Lex Mundi allows the firm's clients to access these legal resources quickly and efficiently. Whilst also giving our staff and lawyers an opportunity to meet and learn from their peers in these firms, picking up and adopting best practice across the full spectrum of our operation in doing so.

Culture

Working for MMS is more than just a job. Our commitment to our employees goes beyond the simple 'salary and benefits'. We place emphasis on developing you as a professional within a highly stimulating environment. Our thorough training, combined with real responsibility and extensive client contact, consistently opens doors to the profession in the UK, Europe and beyond. By working as a team member on more complex transactions, you are given the opportunity to gain experience over a broad range of work. You will also be encouraged to meet and work alongside clients from different backgrounds and diverse areas of industry and commerce.

We offer intelligent, ambitious and motivated people opportunities to develop their careers through involvement and responsibility. We invest in our employees' futures as they build and further their careers, demonstrated by our Investors in People award, which is integral to the success of our business.

We place great emphasis on teamwork and co-operation and make no secret of the fact that we want people who are hard working, enthusiastic and able to respond to a challenge and to responsibility. We also appreciate that the other things in life matter and often these can be difficult to balance. We encourage all of our staff to adopt a healthy approach to their work/life balance.

A strong feature of the work of the firm is the interaction between departments. We encourage all our staff to liaise with those in other legal areas providing valuable insight and understanding into a diverse selection of legal training. We also encourage interaction and involvement across offices.

Our Sports and Social committee have a number of social events and all employees are encouraged to join in. Some of the different events that are on offer are: Month end drinks, Quiz nights, Christmas Parties, Summer BBQ's



and Theatre trips. On the Sporting side, the committee offer a wide range of activities including: 5 a-side Football, Hockey, Hill Walking, Netball, Basketball, Corporate Decathlon and Badminton.

We understand that as a leading UK law firm, we have a responsibility to the community in which we work. In recognition of this, the firm has in place a Corporate Social Responsibility policy covering a range of topics and practices designed to allow us all to be good corporate citizens. The MMS Charitable Trust is specifically charged with managing the firm's corporate giving.

Employee Benefits

- Competitive Salary
- A combination of fixed & flexible holidays totalling 34 days
- Group Personal Pension Scheme – the Firm matches between 3-5% of employee contributions
- Life Cover/Death in Service 4 x annual salary
- Group Income Protection Insurance Scheme
- Childcare Vouchers
- Enhanced sick, paternity and maternity pay schemes
- Group Discounted Schemes – healthcare, dental care, critical illness
- Payroll Giving – government backed scheme enabling employees to make regular donations through payroll to a charity or charities of their choice, tax free
- Employee Counselling Service
- Employee Recommendation Scheme.

Our Vacancies

An entrepreneurial driven firm, we offer intelligent, ambitious and motivated people opportunities to develop their careers through involvement and responsibility. We invest in our employee's futures as they build and further their careers, which is integral to the success of our business.

MMS offers hands on experience, client management and partnership support allowing our lawyers to thrive within a busy and exciting working environment.

We expect a little more from our lawyers and believe that a successful and rewarding career is not just about your legal knowledge; business development and management skills are valued and developed.

MMS is an equal opportunities employer and it is the firm's policy to recruit the best person for each vacancy regardless of gender, marital status, ethnic or national origin, disability, sexual orientation, religion or belief and age and we will ensure that there are equal opportunities in all stages of the recruitment process.

We have a dedicated vacancies page on our website which is updated regularly with vacancies at all grades in all areas.

If you have any questions regarding recruitment, please email: careers@mms.co.uk

What do our employees say?



Amelia Horvath
Associate
Corporate
Edinburgh

"I joined the corporate department of Maclay Murray and Spens just over a year ago. Since joining the firm I have worked with excellent corporate teams within the Glasgow and Edinburgh offices on a range of private equity, general commercial and capital markets transactions, including a number of cross border deals. I have always liked Scotland and so the opportunity to live in Edinburgh and work for a quality Scottish firm with a great group of people was for me a preferred alternative to living and working for a London based firm."

"I came to the UK from New Zealand after having worked for 4 years in the Corporate and Banking team of Philips Fox in Wellington. My reasons for coming over were the usual travel, career and money saving opportunities. I joined the Corporate department in London in July 2004 and was made up to Associate in June of this year. I joined the firm because I had worked with one of the partners at a previous firm and had great respect for his work approach. I am part of the firm's Capital Markets Group, acting for both issuers and advisers on the London Stock Exchange's AIM market advising on floatations and secondary issues. I am also part of the firm's Mergers & Acquisitions Group, undertaking a wide range of work for entrepreneurs, start-ups and smaller growing companies. I enjoy the relaxed team atmosphere at MMS and the quality of work available."



Andrea Jordan
Associate
Corporate London



Angela Woods
Assistant
Corporate
Glasgow

"What began as a working holiday has become a new life for me thanks to the opportunities available at Maclay Murray and Spens. I left my hometown of Sydney over 2 1/2 years ago and almost immediately joined MMS. In that time I have moved from a role as a legal secretary in the Banking & Finance department in Edinburgh to becoming a trainee lawyer in the Corporate department in Glasgow, a transition made easy by the friendly and supportive team I joined. The experience I have gained is incredibly valuable and considerably broad thanks to the wide range of transactions which I have been involved in. The work, despite being challenging, is never overly demanding so I have been afforded much time to enjoy the unique and lively cities of Glasgow and Edinburgh which I have been living in and to discover the amazing sights and scenery of Scotland and the rest of Europe."

Scott Campbell Partner, Linklaters in Dubai

"I worked in MMS's Glasgow office for a total of four years. This was a highly beneficial experience both personally and professionally. Coming from New Zealand I had decided to work in Glasgow in order to have a different 'overseas experience' to those experienced by my contemporaries who went to London. This certainly turned out to be the case. In my time at MMS I was able to experience a much broader and varied range of transactions than had I gone to London. In particular I was able to work in much smaller teams and carry a more senior level of responsibility than I expected. The quality of the work was very high, often with a very international flavour.

I especially enjoyed the strongly supportive environment and the social culture of the firm.

All in all a very beneficial and enjoyable experience."



Andrew Stubbing Senior Associate Mallesons Stephen Jaques in Melbourne

"After a stint in London I wanted to experience life in the real UK. I jumped at the chance to move to Maclay Murray Spens in Glasgow as one of the top Scottish law firms. The fact that Maclay's was well known and respected by many Partners and colleagues at the London firm I worked for certainly made the decision an easy one.

I found the quality of work in the Maclay's corporate and technology practices to be equivalent to the top London firms (outside of the magic circle firms). A majority of the work I was involved in was transaction based and UK wide which meant I could work in the corporate group as an English registered lawyer. The M&A, private equity and general corporate experience I gained at Maclay's were invaluable when I chose to return down under to continue my career.

One of the great pluses about working in Scotland is that you are not just another Kiwi or Aussie. You get much more of an opportunity to meet and get to know the locals rather than just hang out with an expatriate community of Kiwis or Aussies.

The opportunities to get out into the fantastic Scottish countryside whether it be for golf, hiking, fishing or just exploring without having to fight your way through hours of traffic will appeal to any antipodean. One of my personal highlights was being able to play golf at St Andrews, Carnoustie and Loch Lomond."

2.

Introduction to living and working in the UK



Living and Working in the UK

It is impossible to cover everything you need to know about living and working in the UK in these short pages, however, we have tried to summarise the essential “need to know” details that give you a flavour of UK culture, people and traditions.

The British people and culture

The UK offers a multi-cultural, multi-faith society with all the major religions represented. You’ll find the rich diversity of cultural experience is widely celebrated.

British people are very sociable and there is a vibrant social scene in all UK cities with pubs, clubs, restaurants and cafes.

Holidays and Traditions

At MMS we take time off to celebrate Christmas, New Year and Easter as well as closing on some additional public holidays, depending whether you work in the Scottish or London offices.

Whilst not holidays, we mark Remembrance Sunday (around 11 November where we remember those fallen in war), Shrove Tuesday (otherwise known as pancake day which heralds the beginning of lent), Burns Night (celebrating Scottish poet Robbie Burns birth on 25 January) and finally the patron saint days of St George (England – 23 April) and St Andrews (Scotland – 30 November).

Cost of living

Living in the UK can be expensive compared with many places in the world. The cost of living will of course depend on the individual situation (and tastes!) of each person, but you still need to be prepared financially.

While it's important to be aware of the costs you will be facing, don't let it put you off! As long as you plan carefully and think about cost-saving strategies, the cost of living in the UK need not be prohibitive. In general the cost of living in Scotland is significantly lower than in London.



Shared housing and utilising the excellent public transport networks are two significant ways to reduce your costs of living.

The following figures give a general idea of costs per month for a single person:

	Scotland	London
Rent of 1 or 2 bedroom flat	£300 - £600	£750 - £1,000
Heat and electricity	£20.00 - £40.00	£20.00 - £40.00
Average weekly grocery bill	£40.00	£50.00
Eating out – 2 course restaurant meal	£20.00 - £30.00	£30.00 - £40.00
Bottle of wine from a supermarket	£4.00 - £7.00	£4.00 - £7.00
Bottle of wine from a restaurant	£10.00 - £15.00	£10.00 - £15.00
Beer/glass of wine in a pub or bar	£2.00 - £3.50	£4.00 - £6.00
CDs/DVDs	£7.00 - £20.00	£7.00 - £20.00
Council Tax (increases with size and value of your home)	£100 - £200	£100 - £300
Gym Membership	£40.00 - £55.00	£50.00 - £70.00
TV License	£12.00	£12.00

You should also take into consideration other monthly bills including insurance premiums, telephone bill, mobile phone, internet access and transport costs.

Currency and exchange

The UK uses pounds (£) and pence (p). One pound (£1) equals 100 pence (100p). Coins available are £2, £1, 50p, 20p, 10p, 2p and 1p. Notes are £100, £50, £20, £10 and £5.

The table below details the conversion rates as at June 2008.

National conversion rates as at July 06	British currency	British currency	National currency
1 New Zealand Dollar	£0.39	£1	2.57 New Zealand Dollar
1 Australian Dollar	£0.49	£1	2.05 Australian Dollar
1 South African Rand	£0.06	£1	15.43 South African Rand
1 American Dollar	£0.51	£1	1.99 American Dollar
1 Hong Kong Dollar	£0.06	£1	15.39 Hong Kong Dollar

Conversion

In the UK we may use different measurement systems from those used in your home country, for example miles instead of kilometres. The following website allows you to convert measurements for volume, speed, temperature, distance, etc. www.onlineconversion.com.

Accommodation

This is usually difficult to secure before your arrival in the UK and is often best arranged when you can view the property in person. MMS will help you with your accommodation search; however, it may be useful to research the type, cost and availability of private accommodation in the UK using some of the suggested companies on the following pages.

For information on Estate Agents in general, try the National Association of Estate Agents www.naea.co.uk.

Weather

You may have seen Scotland, and the UK in general, portrayed as being wet and windy. In fact we can, however, enjoy reasonably warm weather in summer with temperatures reach an average of 25° in England and 20° in Scotland. Our winters are generally wet and windy with occasional snow showers, especially in Scotland which boasts an active skiing scene. Spring and autumn are a mix of sunshine and showers, but generally mild.

Medical information

If you are accepted as ordinarily resident in the UK you may claim help with health costs in the same way as other residents. You may consult a GP and receive hospital treatment free of charge via the NHS. You will need to pay for vaccines, prescriptions, cosmetic procedures and optical and dental care. Find out more at www.doh.gov.uk.

When you arrive in the UK, it is important to register with a GP in a local doctor's surgery. You can get more information on the National Health Service (NHS) at www.nhs.gov.uk.

Private healthcare is also widely available in the UK. If you currently have private medical insurance, we recommend you contact your provider before you travel. The Firm also offers employees the opportunity to join a number of schemes for healthcare, dental care at discounted rates.

You will have to register privately for dental treatment, either on a pay-as-you-go basis, or by buying a dental insurance plan. There's a large choice of private dental plans, which tend to cover a fixed number of annual check-ups and hygienist appointments, plus a certain amount of emergency care. To find a dentist go to the BDA website, which is www.bda-findadentist.org.uk.

Travel

Travelling within the UK is easy and relatively inexpensive. There are rail routes up and down the country, as well as Eurostar to France and Belgium, with a variety of fare options available. The National Rail website, www.nationalrail.co.uk will give you an idea of routes and ticket costs.

Express buses are usually cheaper than travelling by rail. Most cities are divided into zones, with your fare depending on how many zones you are travelling through. There are also long-distance coaches, express buses and sight-seeing buses.

There are several internal flight routes available. For example, you can fly from Glasgow or Edinburgh to London in under an hour. As well as the larger airlines such as British Airways and British Midlands, there are low cost carriers such as Easyjet and Ryanair.

International travel from the UK has never been easier. There are daily flights to destinations such as Paris, Madrid, Rome and Amsterdam from Glasgow, Edinburgh and London airports. Again, low cost carriers run from these airports with cut price options that make travel very affordable.

A closer look at Scotland

There are five million people living in Scotland, many in our six major cities of Aberdeen, Dundee, Edinburgh, Glasgow, Inverness and Stirling. Whether you like life in a busy, cosmopolitan city or a quiet rural village, Scotland has lots to offer and promises an excellent quality of life.

Edinburgh and Glasgow have well-deserved reputations for artistic and cultural activities. For 3 weeks every summer, Edinburgh is home of one of the world's largest international arts festivals. And Edinburgh's and Glasgow's wealth of museums and galleries are among the best in Europe.

Scotland is the world's whisky capital with over 300 different varieties of Scotch Whisky being distilled in Scotland. Follow the world's only 'malt whisky trail' and sample a dram or two.

As 'The home of golf', the country boasts over 540 golf courses. Scottish people are passionate about football and rugby and have great centres of sporting excellence.

The ease of commuting and travelling around or to and from Scotland are points that are emphasised again and again by people who have settled in Scotland: it may not be the principal reason for coming to Scotland, but it very quickly becomes a major reason for staying. It has changed their lives: less stress, shorter commutes, different family routines and free time in which to pursue other interests and activities.

MMS has its head office in Glasgow and Edinburgh is its second biggest in size. Most of our training courses are provided in our Scottish offices, and it is the base for our Management Team.

An introduction to Edinburgh

Known as the Athens of the North, Scotland's Capital has over hundreds of years become one of the most beautiful cities in the world. With Edinburgh Castle towering over the City, you are surrounded by great architecture, museums, shops and things to see and do.

But there is much more to Edinburgh than its visual appeal. The city is home to over 400,000 people, and is a cosmopolitan centre for Scotland's cultural, commercial and political life in the 21st century.

Edinburgh is split into two distinct areas, the Old Town and New Town. The Cowgate and Grassmarket in Old Town are filled with clubs, pubs, music venues and second-hand clothes shops and is a must see area for new visitors.

Princes Street Gardens fill the valley between Old Town and New Town, with Princes Street itself lining the northern side. With its market, great views and relaxing atmosphere, it's a great place to visit.

The New Town, with its mainly Georgian architecture is home to shops, offices and banks, which are laid out in gridded streets. George Street in New Town boasts high quality shops, bars, restaurants and cafes.

The Royal Mile links Edinburgh Castle to the Palace of Holyrood. It's a vibrant, buzzing location, especially during the Edinburgh Festival.

We have recently moved to our new Edinburgh office at Quartermile, a new development in the city. The open plan office is quite a change from our previous Georgian building. The office is a short walk from Princes Street, the main shopping area, and Haymarket and Waverley Stations with their great rail links to Glasgow and beyond.

Our Edinburgh offices are host to 175 staff, including 28 of our Partners based across 12 legal departments.



Transport

Edinburgh International Airport is 8 miles west of the city centre and is easy to reach thanks to a regular Airlink Coach service and good taxi services. It takes about 30 minutes to get from the city centre to the airport

There are over 40 flights from London to Edinburgh every day and the average flight time, capital to capital, is about an hour. There are also regular services to Edinburgh from other major UK airports and frequent scheduled flights from 40 European airports.

Depending on where you live most places within the city can be reached within 30 minutes, whether walking, taking the bus or driving. Edinburgh has a network of local bus services allowing frequent travel throughout Edinburgh and the Lothian's making this a great - and cost effective - way of getting around the city.

If you're heading further a field, you can buy your coach tickets for UK and Scottish travel from the bus station in St Andrew's Square in advance.

Haymarket and Waverley stations connect Edinburgh to Glasgow with a train every 15 minutes taking around 50 minutes.

Accommodation

Edinburgh is such a popular tourist city, it pays to look around and arrange initial accommodation well in advance and MMS will assist you with this search. However, Visit Scotland www.visitscotland.co.uk or the Edinburgh Tourist Board www.edinburgh.org is good place to start.

If you are looking to buy or let, New Town accommodation offers a mix of accommodation for the deluxe to medium budget. The West End is a smart and cosmopolitan which offers fine penthouses and modern flats.

Leith, the old harbour, is also an increasingly popular place to live with reasonably priced new housing and leisure developments on the shoreline creating a modern and sophisticated living for professionals.

Culture

With the Scottish parliament based at Holyrood, The Royal Mile, the strong financial services market as well as it's attractiveness as place to live, there is a rich cultural diversity in Edinburgh as the city has attracted a host of visitors from every corner of the UK and abroad. Edinburgh is home to people from many nationalities who enrich the experience of life in the city, resulting in a tolerant, cosmopolitan city attuned to the needs of its communities. There are places of worship for people from a variety of religions, for example for Christians, Islamics, Hindus, Sikhs, Jews and Buddhists.

The people are friendly and welcoming and it's easy to quickly establish a good social life. As well as being perceived as the one of the most historic and cultural Scottish cities, Edinburgh is also very attractive and convenient. This is easy to understand, simply walk through the city and you will regularly encounter breath taking views.

There is a vibrant night life for those who want it including pubs clubs and gigs but Edinburgh caters for all tastes whether that be the museums, art galleries, theatre, restaurants or simply enjoyable leafy walks in the city centre.



Tourist attractions and activities

The Edinburgh Festival www.eif.co.uk is, without doubt, the highlight of the capital's entertainment calendar. The city goes crazy during this summer Festival; it's packed with street-performers, tourists, talent scouts and hangers-on. As there are so many productions on, you are never short of entertainment.

Edinburgh Military Tattoo www.edinburgh-tattoo.co.uk also takes place in the summer. The Tattoo is one of the world's finest military displays, attended by over 200,000 people.

Hogmanay www.edinburghshogmanay.org means Edinburgh is one of the more popular places in the world for New Year celebrations. The festivities stretch over days and cover all forms of entertainment.

Throughout the year you can visit art galleries and museums which are everywhere in Edinburgh. From architecture and design, to oils and watercolour, a plethora of disciplines can be found on show.

Theatre, music, dance and opera are all on tap to entertain you in this city. There are many venues - from tiny darkened dive to a classical theatre - you'll find them all in Edinburgh.

Nightclubs are easy to find in Edinburgh. Clubbers will not be disappointed with the wide choice - indie fans, rock chicks, laid-back lounge lizards and hard-core house fanatics can all shake their stuff here.

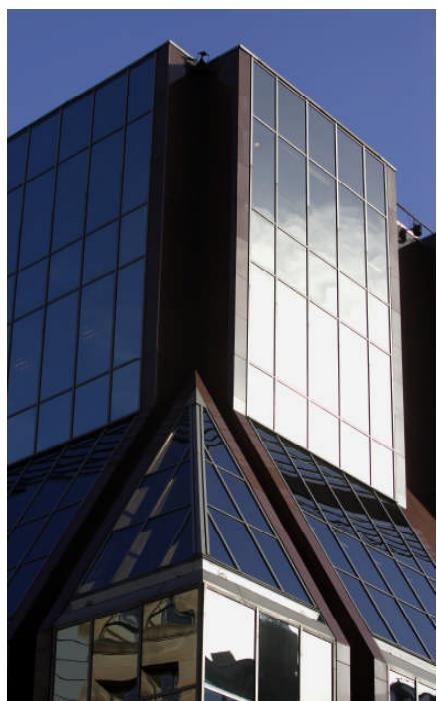
Sports fans can visit Murrayfield – home to Scotland's national rugby team – Hearts' or Hibs' Football Grounds or one of the many golf courses throughout the city. Cricket takes place during throughout the Capital in the summer months.

An introduction to Glasgow

Glasgow, with a population of around 600,000, is Scotland's largest city and is the commercial capital of Scotland. It is the UK's largest retail centre after London and fast becoming the destination of choice north of the border.

The city houses many wonderful art galleries and museums, first class sports and leisure facilities, excellent theatres, an array of restaurants, pubs and clubs and beautiful parks. Spectacular countryside and coastal views are within easy reach and the city is only 42 miles from Scotland's capital city of Edinburgh.

Glasgow is one of Europe's top 20 financial centres and is home to many of Scotland's leading businesses.



Based in St Vincent Street and Bothwell Street, our two Glasgow offices are in centre of the city. With access to great shopping on Buchanan Street and Sauchiehall Street, and the pubs and clubs of the city and West End, they are a great place to work. Both offices are within walking distance of Queen Street and Central Stations and next to the main bus routes on Hope Street and Renfield Street.

Our Chief Executive and Management Team are based in our Glasgow office, which is also the base for our support services functions.

Transport

Glasgow International Airport is ten miles west of the city centre and easily reached by road. With flights to many worldwide capitals, it also offers links to Heathrow airport with flight times of under an hour. In addition, Glasgow Prestwick International Airport is 32 miles from Glasgow with a train link to the city centre.

For rail travel, there are two main line terminals in the city: Glasgow Central Station, for trains arriving from the south and Glasgow Queen Street Station for trains arriving and departing for the north and east. For commuting to Edinburgh, trains run every 15 minutes from Queen Street and take around 50 minutes.

Buchanan Street bus station is right in the heart of the city. Buses leave daily for destinations all over the UK. The service from the City Centre to Glasgow suburbs is excellent.

Glasgow has an extensive network and expanding [cycle network](#). You can cycle from the city centre right up to Loch Lomond along a special cycle track.

Glasgow also has its own underground train service which runs on a circle line through the city's centre, west end and south side of the River Clyde.

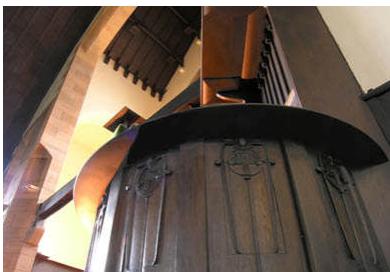
Culture

Glasgow is known as "the friendly city" and that's no coincidence. You will always get a warm welcome from Glaswegians, and their sharp and irreverent sense of humour is appreciated by everyone who comes here - it's often been compared with the quick wit of the New Yorker.

It's this Glasgow personality that adds so much to the city's buzz and fun, because Glasgow people know how to have a good time - from the arts-loving citizens and student set of Byres Road in the West End, the pubbers and clubbers of the city centre - to the smart cosmopolitans of our fashionable Merchant City.

Glasgow is home to people from many nationalities who enrich the experience of life in the city, resulting in a tolerant, cosmopolitan city attuned to the needs of its communities. The city of Glasgow has places of worship for people from a variety of religions, for example for Christians, Islamics, Hindus, Sikhs, Jews and Buddhists.





Tourist attractions and activities

Glasgow has long been established as an excellent place to live, work, rest and play. As a major European cultural capital, it is also one of the UK's most visited cities.

The city that hosted the highly popular Glasgow Garden Festival in 1988, was European City of Culture in 1990, and was designated the UK City of Architecture and Design in 1999, welcomes over 3 million tourists from all over the world each year who are drawn by its wealth of cultural attractions and activities. Glasgow is also hosting the 2014 Commonwealth Games.

Glasgow has a vibrant nightlife where one can visit any number of restaurants, pubs, clubs and cafes in the city. For eating out, try www.5pm.co.uk for restaurant ideas throughout the city.

For a more restful pace there are 13 free museums, including the recently refurbished Kelvingrove Art Gallery, the most visited museum outside of London, the must-see Burrell Collection or one of the many works of Charles Rennie Macintosh. For more information see www.glasgowmuseums.com.

You can also take advantage of the excellent transport network to beautiful [Pollok Park](#) in the south or breathtaking Loch Lomond in the north in under an hour. With over 70 parks and gardens spread across the city, it's easy to escape from it all.

The West of Scotland Rugby Club and West of Scotland Cricket Club are situated in Glasgow with a variety of games available to watch or join. Football fans can visit Ibrox or Parkhead home to Rangers and Celtic – Scotland's biggest football clubs.

January	February	March	April	May	June
Celtic Connections		International Comedy Festival Film Festival	Glasgow Art Fair	Maydaze	West End Festival
July	August	September	October	November	December
Glasgow Show Glasgow River Festival International Jazz Festival	Piping Festival including world pipe band championships	Doors Open Day Merchant City Festival	Festival of World Music Glasgow	Fireworks	Glasgow on Ice Glasgow's Hogmanay

Accommodation

Glasgow offers a wide variety of accommodation and MMS will assist you with your search. Residents living in the City Centre can expect easy access to amenities and excellent views from the new developments in and around the city centre.

The West End offers a more relaxed feel with outdoor eateries, boutiques and great shopping experiences all within a tube or easy bus ride into the city. There are a number of suburbs which offer quicker access to the country, but still with good links to the city.

An Introduction to Aberdeen

Home to a population of 200,000, Aberdeen – or the Granite City as it is known - is a thriving, cosmopolitan port in the North-east of Scotland.

Traditional industries such as fishing and farming still flourish in and around the city but Aberdeen's buoyant modern economy is fuelled by the oil industry, earning the city its epithet as 'Oil Capital of Europe'.

Unemployment in Aberdeen is low, consistently under 2%. In fact, a recent survey showed that Aberdeen is the most prosperous city in Britain outside of the South East of England.



Working in Aberdeen, you will discover that the city offers a great range of opportunities from its vibrant sports and social scene, its cultural events calendar, and its world renowned research and education institutes, to its network of business and employment support services.

Outdoors, the North-east of Scotland is an area of dramatic contrast, from beautiful coastlines, to towering peaks, imposing historic castles to lush countryside and forests. Stretching out from the heart of the Cairngorms, the area boasts famous historic landmarks including Balmoral Castle.

Our Aberdeen office specialises in general Corporate work, Oil and Gas, Banking and Finance, Property, Commercial Dispute Resolution and Employment, Pensions & Benefits. Based on Queens Road, our office is based heart of the city's business centre, a short drive from Aberdeen airport or a short walk to the station.



Transport.

First class road, rail, sea and air communications ensure the city, though Northerly, is not isolated. Aberdeen enjoys exceptional links with other parts of the UK, Europe and beyond. Aberdeen Airport offers an extensive range of flights with London just over an hour away.

Great rail links mean travel to Edinburgh and Glasgow is simple and either cities can be reached within 2 to 3 hours.

Accommodation

They have an active letting and buyers market with properties in the City Centre and thriving West End at competitive rates when compared with other UK cities. MMS can assist you in your search for accommodation.

Culture

Big enough for the "big city" experience but compact enough to make it easy to find your way around, making friends is easy in Aberdeen.

You'll find the people a mix of Scottish locals and people from all over the world who come to work in the various trades making it a very diverse population. Indeed, the University plays host to 120 different nationalities!

Tourist attractions and activities

Aberdeen has a vibrant nightlife and boasts a huge variety of venues ranging from trendy clubs to old fashioned pubs and coffee houses. Given Aberdeen's coastal location, it is a great place to enjoy seafood, although most tastes are catered for in the City Centre.

For culture, there is the Aberdeen Art Gallery or the Maritime Museum and Aberdeen also often hosts festivals, concerts and plays. More details of which can be found on the links below.

The North East of Scotland has a plethora of castles and historic sites to visit including Balmoral Castle, the Scottish home of the Royal Family is situated in Royal Deeside.

You can tour the castle, walk its lovely gardens or take part in some of the adventure activities available on site.

To the east of the city lie the sandy beaches of the North Sea, while to the west lies the valley of the River Dee. The beaches are fantastic in the summer and provide water sport fans with the opportunity to try various sports.



The Cairngorms www.cairngorms.co.uk are close by with opportunities for hill walking, mountain biking and skiing.

Most locals support Aberdeen Football Club who play in the Scottish Premier League. Rugby is also popular with a new Rugby Union building recently opened.



An introduction to London

London is one of the world's most remarkable and exciting cities. It has something to offer everyone. This vibrant metropolis embraces the diverse cultures of its population, reflected through cuisine, shops, music and colourful festivals.

Home to Britain's national art collections, the Royal family and a host of major attractions, London's rich history, striking architecture and over 200 museums offer a unique cultural experience.

Despite a population of over seven million, and an area of 1,584 sq km, more than 30% of London is made up of parks and green space, greater than any other city of its size in the world. This space provides the perfect opportunity for walks, relaxation or sporting activities.



London also offers some of the best shopping opportunities in the world. From major department stores to designer boutiques and street markets - the choice is immense.

As if that wasn't enough, London is hard to beat when it comes to nightlife. There are huge numbers of restaurants, pubs, cinemas, theatres and nightclubs plus live music and comedy venues. So, at any time of day, whatever the weather, you'll always find something extra special in London.

Our new modern, open-plan offices at One London Wall (OLW) offer spectacular views over London City and St Pauls Cathedral.

The office is served by the tube network and great bus services. The major airports of Heathrow, Gatwick and Stansted can be reached easily by train and underground.

OLW is surrounded by coffee shops, pubs and great restaurants, but has in-office break-out areas boasting TVs and sofas.

Transport

London is serviced by five main airports – Heathrow, Gatwick, Stansted, Luton and City. Heathrow is the UK's busiest airport with routes to all major cities around the world. More information on the services provided by each airport can be found at www.baa.co.uk.

The following website is dedicated to travelling in London, whether it be by train, tube, bus or even cycle www.tfl.gov.uk. The rail system connects the airports to the city with the Heathrow, Stansted and Gatwick Express systems which run to the major stations, and then onto the underground network. London underground is a massive tube network covering London City and its suburbs. Fares are extremely reasonable with season tickets available.

London has a great cycling scene including dedicated cycle lanes on major roads and bike parking facilities in most areas.



Accommodation

London is packed full of accommodation options and MMS can assist you with your search. For permanent accommodation, North London contains appealing inner-city suburbs like Islington and Camden Town and has a lively social scene. East London is an area of great diversity, from the Bengali-influenced Brick Lane, to trendy Shoreditch and the modern Docklands area encompassing Canary Wharf. South London has a vibrant multi-cultural atmosphere with a wide variety of housing options.

Culture

London offers a fantastic diversity of population and supports a myriad of different lifestyles.



People of all ages and backgrounds flock to London for many different reasons. They include improved work prospects, better pay, a higher standard of living and the stimulation of living in a bustling metropolis. The city's lifestyles vary considerably and the options are endless. From nightlife to sport, shopping to theatre, art to dining there's always something to do and people to meet.

Throughout history, immigrants and refugees have been arriving in London and forming pockets, which can now be witnessed in areas such as Soho, which has a predominantly Chinese community, and Shoreditch with a strong Bengali influence. London is renowned for its multi-cultural and diverse society.

London is frequently likened to a collection of villages. Clusters of local shops, markets, parks, leisure centres and other venues help foster a feeling of local community within a conurbation of seven million people. Some areas have a particularly strong identities and associations making London a world in one city. The capital continues to draw newcomers all the time and it is a city that is always developing.

Tourist attractions and activities

London is generally accepted as one of the top UK place to visit.

With world renowned attractions such as the London Eye, Madame Tussauds and Buckingham Palace there is something for every taste.

All attractions are on the tube networks so they are easy to visit, and with 238 attractions that are completely free to enter it doesn't have to be expensive.

Open space accounts for 30% of the London area, and the city contains 143 registered parks and gardens, many providing fitness opportunities.

London offers a lot for sports fans. With several football clubs, Twickenham (rugby) and Wimbledon (tennis), there is a wide variety of spectator sports. With a large number of gyms in all areas, plus local walking and running groups, you can keep fit easily.



3.

Frequently asked questions



About Maclay Murray & Spens LLP

1. What kind of opportunities does MMS have?

We offer a wide range of roles for Legal Executives, Paralegals, Qualified Assistants, Senior Solicitors, Associates and Partners in all areas of law, except criminal. We also have a number of positions for professional, secretarial and other support staff.

For a full list of vacancies see www.mms.co.uk/careers

2. What would the quality of legal work be?

Due to our high quality range of clients, the types of work that you would be involved in would be high quality and often high value. Generally we encourage you to be working to the best of your capabilities whether that be managing transactions or dealing with clients as appropriate for your level and skills. At MMS we encourage autonomy and taking responsibility but you would be supported by the rest of your team and client partner throughout.

3. Will I get to do 'real' legal work?

Yes, as we are a large firm and all employees whether qualified or not are expected to work to the best of their capabilities and should enjoy, be challenged and developed by the type work they are carrying out. That said, the actual work delegated much depends on the role itself and the function that your are performing.

4. Would I need to cross qualify?

Whilst initially the need to cross qualify is not essential to work in the UK, should you wish your career to significantly develop, the likelihood is that you would need to sit some sort of cross-qualification exam.

5. How would I best do that?

As there is a strong relationship between Scottish and English law, the best way is to cross-qualify for both jurisdictions is to sit the Qualified Lawyers Transfer Test (QLTT) in England & Wales, on completion of which you would be eligible to apply for a practicing certificate with the Law Society of England & Wales. This would allow you to practice without restriction in England, Wales and Scotland.

Further information on the QLTT, including information on the exams you would have to sit, training providers and timetabling, can be found at www.lawsociety.org.uk

There are alternative routes available to Scottish qualification and should you need further information this can be provided on request from www.lawsociety.org.uk

6. Would MMS fund the costs to cross qualify?

Yes, although we would ask you to sign to agree that should you leave within 1 year of any payment made you would refund the amount partially depending on how long you had been with the Firm.

7. Would MMS sponsor to ensure that I am able to get a work permit?

Sponsorship is available as part of our package for the right candidate.

8. What relocation assistance would MMS provide?

MMS can provide support with relocation; however the type and amount of support will vary depending on the individual circumstances of the candidate. It can include; airfares to the UK, removal expenses and initial accommodation support on arrival.

9. Would MMS provide me with accommodation?

MMS, in most cases can provide accommodation support on your arrival.

10. **Could I transfer between your Aberdeen, Edinburgh, Glasgow and London offices?**

We believe in providing all of our employees with the flexibility to work in all of our offices. If the opportunity is available, there is no reason why you wouldn't be able to transfer between the offices.

11. **What are the rates of pay?**

As a leading firm, MMS offer rates of pay that are competitive in the market. Salaries are reviewed annually with effect from 1 June each year in line with the market movements.

12. **How is salary paid?**

Salary payments are made monthly and are paid directly into employees' bank accounts on or around the 15th day of each month for the whole calendar month (that is, approximately two weeks in arrears and two weeks in advance).

13. **What are your hours of work?**

The Firm's core hours of work, for the Glasgow, Edinburgh and Aberdeen offices, are from 9.00am until 5.00pm, Monday to Friday with one hour for lunch, unless otherwise agreed.

The core hours of work for the London office are either 9.00 am to 5.00 pm or 9.30am until 5.30pm depending on the individual employee's contract.

The normal full-time working week is, therefore, 35 hours, made up of 7 hours each day. Although you are expected to accept that there are requirements to be flexible and you may be required to work out with these hours to meet the needs of the business.

14. **Do you have a pension scheme?**

A contributory pension scheme is available which employees may wish to join on becoming eligible for membership. The Firm matches employee contributions of between 3-5%. Full particulars are set out in the Scheme Booklet which will be provided at Induction or upon request. The main conditions of eligibility are:

- Employees must have completed three months' continuous service
- Employees must have reached the age of 16 years and be less than 65 years

15. **What other benefits to MMS offer?**

MMS offer a wide variety of employee benefits. Aside from competitive salaries the following benefits are on offer:

- Competitive Salary
- A combination of fixed & flexible holidays totalling 34 days
- Group Personal Pension Scheme – the Firm matches between 3-5% of employee contributions
- Life Cover/Death in Service 4 x annual salary
- Group Income Protection Insurance Scheme
- Childcare Vouchers
- Enhanced sick, paternity and maternity pay schemes
- Group Discounted Schemes – healthcare, dental care, critical illness
- Payroll Giving – government backed scheme enabling employees to make regular donations through payroll to a charity or charities of their choice, tax free
- Employee Counselling Service
- Employee Recommendation Scheme

16. **Do I need a visa or entry clearance to enter the UK?**

Not everyone needs a visa or entry clearance to enter the UK if you are only visiting. Australian and New Zealand passport holders are eligible to visit the UK without a visa. You must however, hold a valid passport. Other nationals can check whether you need a visa by visiting the Foreign and Commonwealth Office website www.fco.gov.uk.

If you do need a visa you should apply for your visa before you come to the UK by contacting a British Embassy or High Commission. You can find out more information on the UK visas website www.ukvisas.gov.uk.

17. **Do I need a visa or entry clearance to work in the UK?**

Everyone who holds a passport from a country that is outside the European Union will require a work permit to be eligible to work in the UK.

18. **What type of work permit do I need?**

This will depend on your personal circumstances. For more information go to www.ukvisas.gov.uk or contact your local British Embassy or High Commission. Visas are issued by the British Embassy or High Commission in your country.

19. **If I have a visa or entry clearance, will I automatically be allowed to enter the UK?**

Having a visa or entry clearance will normally allow you entry into the UK. However, on arrival in the UK you must satisfy an immigration officer that you qualify for entry to the UK as a visitor under the Immigration Rules.

20. **Would I need a UK bank account?**

The British Bankers Association (BBA) www.bba.org.uk provides guidance on this. At MMS, you need a UK bank account to receive your salary and subsequently manage your money.

21. **How would I set up a bank account?**

Again, the BBA gives guidance on this, however you can also look at the website of most High Street banks or building societies:

Bank of Scotland www.bankofscotland.co.uk
 Royal Bank of Scotland www.rbs.co.uk
 Clydesdale www.cbonline.co.uk
 Lloyds TSB www.lloydtsb.com
 HSBC www.hsbc.com

Alliance & Leicester www.alliance-leicester.co.uk
 Abbey - www.abbey.com
 Nationwide - www.nationwide.co.uk
 Bank of England www.bankofengland.co.uk
 Barclays www.barclays.co.uk

22. **How does taxation work in the UK?**

You can get more information on the UK tax system by visiting www.hmrc.gov.uk, In particular their leaflet IR20 – Liability to tax in the United Kingdom gives your specific information.

In general, the amount of income tax and capital gains tax you have to pay depends on whether you are resident or a visitor to the UK. To be regarded as resident you must normally be physically present in the country at some time in the tax year. You will always be resident if you are here for 183 days or more in the tax year. If you are resident in the UK year after year, you are treated as ordinarily resident here.

23. **What is a National Insurance number and how do I get one?**

A National Insurance (NI) number is a personal number used to record a person's NI contributions and credited contributions.

The department for work and pensions www.dwp.gov.uk offer leaflets on social security arrangements between the UK and most countries. The information detailed includes national insurance contributions, benefits, medical services and where to get help and advice.

24. **What is a P60?**

A P60 details your earnings and tax deductions for the last tax year and is provided by your employer each April.

The law requires you to keep a record of your taxable income for at least 22 months after the end of the current tax year so make sure you keep it in a safe place as duplicates are not always easy to get.

25. **How do I complete a tax return?**

If you have relatively straightforward tax affairs and already pay tax through PAYE (Pay As You Earn) you probably won't need to complete a tax return. But if you have more complicated tax affairs - or income from several sources - you may need to complete one. www.direct.gov.uk gives advice on all tax matters. If you do need to complete a tax return, the Inland Revenue will be in touch and inform you that you should do so.

26. **What if I want to return home?**

We would hope that you are happy in the UK and wish to stay for a reasonable amount of time but also appreciate that you may wish to return to your home country. Information about the returning home and the implications for tax and NI contributions can be found at www.workingintheuk.gov.uk.

27. **Do I need to resit my driving test?**

Citizens of some commonwealth countries who are now resident in England, Scotland or Wales can drive small vehicles on the strength of their full valid home licence for 12 months from the time they became resident.

To ensure continuous driving entitlement a British licence must be obtained before this period elapses by exchanging their home licence for a British one. If you do not do this you must stop driving. However, an application to exchange a full valid licence will be considered within 5 years of your date of residency.

For further information visit www.dvla.gov.uk.

28. **How do I get car insurance?**

You can't get an insurance policy (or be added to an existing one) until you have a UK driving licence number. Thus you must get your provisional licence before you can be insured to drive.

Building societies, banks and large UK retailers all offer car insurance at varying prices.

About families

29. **What if I wish to bring my family with me?**

Visa nationals can apply to bring dependents to the UK (spouse/children). You will need to prove your connection to your spouse (marriage certificate) and provide birth certificates of any children you wish to bring with you. You will also need to provide evidence that you can support the family financially.

30. **Where can I get information on education?**

Full-time education is compulsory in Great Britain for all children between 5 and 16 years. Most pupils receive free education at state schools; and approximately 7% attend private, fee-paying schools, or are educated at home.

There are 89 university institutions in the United Kingdom including the Open University. UK universities enjoy academic freedom, appoint their own staff, admit students and award their own degrees.

In addition there are 63 higher education colleges. Some are very specialised such as art and design, teacher education and agriculture colleges while others are multi-disciplinary.

You can get more information on curriculum, exams and places available at www.dfes.gov.uk.

31. **What childcare options are available?**

MMS offers a Childcare Voucher Scheme in conjunction with Sodexo Pass is called Childcarepass. It enables parents to take a portion of their salary as vouchers to pay for childcare and save the Tax and National Insurance element on that amount.

Parents can take up to £217 per calendar month which means, for instance, that someone taking the full annual allowance of £2604 in childcare vouchers can save up to £1066 per year!

The vouchers cover children up to the age of 16 and can be used for registered and approved childcare, including independent nursery schools, registered childminders, playgroups, crèches and out-of-school clubs. We know that for working parents, childcare provision is a number one priority and we know how important good childcare is for our employees.

Further information is available on request.

About Scotland

32. **Why would I wish to move to Scotland rather than London?**

Scotland has 3 MMS offices and our Glasgow office is the head office. Therefore, there is a greater breadth of experience available, plus travel between the three Scottish offices is easy. Each Scottish office is only minutes away from the countryside, and offers a range of living arrangements to suit each individual need.

Scotland is in many ways cheaper to live in with lower cost housing and public transport but offers as many of the same recreational amenities such as restaurants and theatre whilst travel out with the UK is still within easy reach.

4.

Useful reading



MMS will do everything they can to aid your entry into working life in the UK, however the following sites may also be useful:

About the UK in general	Living in the UK
Visit Britain – www.visitbritain.co.uk Information Britain - www.information-britain.co.uk	Online conversion - www.onlineconversion.com Yellow Pages – UK directory – www.yell.co.uk Up My Street – UK directory - www.upmystreet.com National Rail - www.nationalrail.co.uk Find a dentist - www.bda-findadentist.org.uk NHS - www.nhs.gov.uk A guide to UK public services – www.open.gov.uk
Working in the UK	
Working in the UK - www.workingintheuk.gov.uk Work Gateways - www.workgateways.com	
Living in Scotland	Glasgow
Visit Scotland – www.visitscotland.co.uk Scotland is the place - www.scotlandistheplace.com	For more information on Glasgow in general, try: Glasgow City Council – www.glasgow.gov.uk See Glasgow - www.seeglasgow.com Guide to Glasgow - www.glasgowguide.co.uk Virtual Glasgow - www.virtualglasgow.com
Edinburgh	Flat rental:
For more information on Edinburgh in general, try:	Glasgow Letting - www.glasgowletting.co.uk Letting in Scotland – www.letting-in-scotland.co.uk
Edinburgh Tourist Guide - www.edinburgh.org/ Edinburgh Official Site - www.edinburgh.gov.uk Edinburgh Online - www.edinburghonline.org.uk A guide to Edinburgh - www.edinburghguide.com The Edinburgh Festival - www.edinburgh-festivals.com	Letting in Scotland – www.letting-in-scotland.co.uk Hotels near our offices: Malmaison - www.malmaison.com Bewleys - www.bewleyshotels.com Novotel - www.novotel.com Hilton – www.hilton.co.uk Millennium – www.millenniumhotels.com
Flat rental:	Aberdeen
Letting web - www.lettingweb.com Edinburgh Letting Solutions – www.edlet.co.uk Edinburgh Letting Company - www.edinburghlettingcompany.co.uk	For more information on Aberdeen in general, try: Aberdeen City Council - www.aberdeencity.gov.uk Visit Aberdeen - www.visitaberdeen.com Visit Scotland Aberdeen and Grampian - www.agtb.org The Official Guide to Aberdeen – www.british-publishing.com/Pages/AberdeenOG/provost.html Aberdeen Express - www.thisisaberdeen.co.uk
Hotels near our offices:	Flat rental:
Macdonald Roxburgh - www.macdonald-hotels.co.uk Hilton Caledonian - www.hilton.co.uk	Streetwise First - www.streetwiseproperties.co.uk Peterkins - www.peterkins.com Grampian Property - www.grampianpropertygroup.co.uk
London	Hotels near our office:
General visit London sites:	Queens Hotel - http://www.the-queens-hotel.com/ Simpsons - www.simpsonshotel.co.uk
Visit London - www.visitlondon.com	
Time Out - www.timeout.com/london	
London Town - www.londontown.com	
Off to London - www.offtolondon.com	
Explore London - www.explore-london.co.uk	
Flat rental:	
Hamptons International - www.hamptons.co.uk	
Movingspace.com - www.movingspace.com	
Hotels near our office:	
Malmaison – www.malmaison.com	
Thistle – www.thistlehotels.com	
Zetter – www.thezetter.com	

www.mms.co.uk

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