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SEPTEMBER – DECEMBER 2018

Employment Law

Your Training Guide



Central Law Training

Wilmington Professional

Your Employment Law Training Guide

The deadline to make your second declaration under the SRA continuing competence regime is next month. Now is the time to finalise your autumn training schedule to ensure your learning and development needs are addressed by 31 October.

Central Law Training, the UK's leading provider of post-qualification training for legal professionals, provides an unparalleled range of training courses, conferences and webinars. These are delivered by expert speakers to help you develop your skills and knowledge and meet the SRA's requirements. This training guide contains details of our training taking place September – December 2018. To view our full range of training please visit www.clt.co.uk.

With experience of working closely with firms of all sizes, corporates and public bodies, we are the perfect partner to help you maximise your training budget and ensure you and your firm receive the training that you need.

A Key to Your Training Guide

To help you identify the right training for you, each course is tagged with the SRA competency area(s) that it covers, the training duration and level.

SRA Competences	Length of training and prices
A Ethics, professionalism and judgement	3 3 hour course £105 + VAT Package price £120 + VAT CLT Members / £240 + VAT Non-members
B Technical legal practice	5 5 hour course £175 + VAT Package price £240 + VAT CLT Members / £480 + VAT Non-members
C Working with other people	6 6 hour course £210 + VAT Package price £240 + VAT CLT Members / £480 + VAT Non-members
D Managing themselves and their own work	12 2 day course £420 + VAT Package price £480 + VAT CLT Members / £960 + VAT Non-members
	5 5 hour Masterclass £175 + VAT Package price £300 + VAT CLT Members / £600 + VAT Non-members
	6 6 hour Masterclass £210 + VAT Package price £300 + VAT CLT Members / £600 + VAT Non-members
	Webinars are 1 hour £35 + VAT Package price £60 + VAT CLT Members / £120 + VAT Non-members

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Certificate in Employment Practice

12 B

Foundation

Rosamonde Quincey

This two day workshop follows the lifecycle of employment from recruitment through to termination. Suitable for those with no knowledge or experience it aims to provide a practical understanding of all the key areas listed. Learning is reinforced by using case studies and small group discussions.

Day One:

- Recruitment issues – the legal and practical considerations
- An overview of discrimination legislation and Equality Act 2010 – age, sex, race, religion, disability, and sexual orientation
- Employment status
- Contracts of employment – terms required by law, common terms imposed by employers, variation
- Employment rights including maternity and the new additional paternity rights

Day Two:

- TUPE – a summary of the Transfers of Undertakings Regulations and the employment implications when selling or buying a business
- Managing attendance – a guide on handling absence problems fairly and within the law
- Discipline and grievance – a summary of the legal framework and a practical guide to investigating problems and dealing with them
- Termination of employment – dismissal and redundancy

Rosamonde was so full of information and made 2 full days learning about employment law extremely interesting

London

27 - 28 Nov

BEST SELLER

Employment Law Update 2018

6 A

Update

Ian Rees Phillips or Mukhtiar Singh

This course will focus on the last 12 months, with notes on relevant cases from the last 2 years, and is a must for busy practitioners trying to stay up to date.

The course will cover the most important changes to all aspects of employment law, including:

- A legislative update
- Update on practice and procedure in the Employment Tribunal
- Employment status, contracts of employment, unfair dismissal and redundancy
- National minimum wage and working time
- Discrimination and claims under the Equality Act 2010
- TUPE, including a full examination of business transfers and service provision changes

In respect of legislation, the course provides detail on the Gender Pay Gap Regulations and the effect of what might replace the ET Fees Order following *R (UNISON) v Lord Chancellor* in the Supreme Court and the impact of Brexit.

The course will also consider the host of interesting and important recent cases in Supreme Court, the Court of Appeal and the EAT, as well as some seismic first instance decisions.

London	4 Oct
Birmingham	15 Oct
Newcastle	25 Oct

HOT TOPIC

Employment Status: Employee, Worker or Self-Employed **NEW**

3 B

Intermediate

John Sprack

The question of employment status determines whether the individual is entitled to the various employment rights. There have been a number of important developments on this subject in the recent past. This course examines the legislative provisions, the various appellate cases, and the practical implications. It is of relevance to all those who advise employers and employees as to their rights and obligations.

It deals with:

- The criteria which have been developed by the appellate courts to determine whether an individual is an employee
- The definition that applies to 'worker' status, and the way in which the courts have interpreted it
- What role does the written contract play in determining employment status (*Autoclenz v Belcher*)?
- What status is required to confer protection from discrimination?
- What is the position of agency workers, interns, volunteers or individuals on zero hours contracts?
- The right of substitution and the criterion that service must be personal (*Pimlico Plumbers v Smith*)
- The relationship between employment status and tax liability

London	9 Oct pm
Newcastle	7 Nov am

Directors' Service Contracts



Intermediate

Meg Pennycook

Presented by our employment law expert, Meg Pennycook, this interactive half-day course enables you to comply with your obligations under area B of the SRA Competence Statement, and will guide you in drafting and advising on Directors' Service Contracts. It is important to be aware of the legislative and regulatory provisions that will impact on your work, as well as common problems and ways to resolve them. Join us for an enjoyable and informative practical training session.

Points covered will include:

- Relevant legislation, Companies Act requirements and case law
- Reviewing the drafting of key clauses
- Spotting errors – top tips
- Maximising benefit for your client
- Practical case studies

London

19 Nov am

The Employment Contract: Breaches and Remedies



Intermediate

Meg Pennycook

Refreshed for 2018, this half day course focuses on the law and jurisdiction for breach of contract claims in the Employment Tribunal and civil courts. Helping you demonstrate competence in areas A and B of the SRA competence statement, you will learn about the contractual rights and duties of employers and employees, including express, implied and incorporated terms of the contract, and the implications of a breach of these.

Remedies available to the parties, including the pros and cons of proceeding in the ET versus the civil courts, and the enforcement or otherwise of restrictive covenants and other post-termination clauses will also be discussed.

Presented by our popular speaker, Meg Pennycook, who uses relevant up-to-date case law to illustrate law in practice, this is an event not to be missed.

London

19 Nov pm

Employment Tribunal Advocacy Workshop

6 B

Intermediate

John Sprack

Do you want to enhance your skills at presenting a case in the Employment Tribunal?

This popular course caters for both the novice and the experienced practitioner. It concentrates on effective presentation and persuasive advocacy in the full merits hearing. It is based on tailor-made case studies and realistic practical exercises, with delegate performance and personal feedback as a central element.

By the end of the day, you will have covered:

- Examination-in-chief: how to present your own witnesses effectively
- Cross-examination: challenging your opponent's witnesses
- Re-examination: when and how to do it
- Useful tools: preparing and using skeletons, chronologies, written submissions, schedules and counter-schedules of loss
- Persuasive closing arguments

A really effective course in teaching how to deal with advocacy in the employment tribunal. Mock tribunal was particularly helpful

London

25 Sep, 4 Dec

Employment Tribunals: How Much is the Claim Worth?

3 B

Intermediate

John Sprack

This interactive course will focus on calculating the likely award in an Employment Tribunal case and the role played by the Schedule of Loss, making full use of case studies.

This course will cover:

- The basic and compensatory awards for unfair dismissal
- Deductions for contributory conduct and Polkey
- Calculating future loss
- Recoupment and its effect upon negotiation
- Uplift and reduction under the ACAS Code
- Financial loss for discrimination
- Injury to feelings: the Vento bands
- Psychiatric damage and stigma damages
- Aggravated damages
- Drafting and challenging the Schedule of Loss
- When and how to settle

This course will be of value to those acting for or advising employers or employees in discrimination and unfair dismissal cases.

London

16 Oct pm

Newcastle

7 Nov pm

Unfair Dismissal: A Practical Overview

6 B

Foundation

John Sprack

Unfair dismissal continues to be central to the work of the employment lawyer, whether advising or litigating. This course will cover the principles which underpin this area of the law, and put them into a practical framework, making use of problems, case studies and interactive discussion.

This course will deal with:

- Constructive dismissal: including fundamental breach, factors causing the resignation, delay and the last straw doctrine
- Continuity of employment: umbrella contracts and deemed continuity
- Employment status: the written contract and the role of reality
- Potentially fair reasons under the Employment Rights Act
- interpreting and applying the ACAS Code of Practice
- The band of reasonableness
- Polkey reductions and contributory conduct
- Remedies: reinstatement and re-engagement, calculating compensation

If you want to have a thorough grounding of this important area of employment law, you should attend this course.

London

2 Oct

HOT TOPIC

Performance Management and Capability Procedures: Making Them Work

6 B

Update

Rosamonde Quincey

Treading the precarious path between getting the best out of employees through performance management whilst avoiding claims for bullying or disability discrimination is one which employment practitioners and those they advise often shy away from.

This course will address the principles and practicalities of capability procedures and performance management so as to equip you to offer proactive appropriate advice to clients. It will also include reference to the government's introduction of 'protected conversations' and their impact on capability and performance procedures and the important issue of retirement and capability in light of the Seldon case.

The course will address the following:

- Distinguishing between capability and disciplinary issues
- Drafting appropriate policies
- Identifying a disability under the terms of the Equality Act 2010 and then how to proceed
- Retirement and capability – how to proceed in light of Seldon and Equality Act 2010
- Protected Conversations – what difference will they make?
- Compromise agreements/settlement agreement – understanding the principles and the ACAS guidelines

London

29 Nov

Solving TUPE Problems in 2018

6 B

Intermediate

Trevor Leuty

It is vital to ensure that advice on TUPE is correct. Transfers can take place without the parties knowing. The financial cost of ignorance and/or mistakes is enormous (£3.5 million in the recent Guvera case).

This course examines common issues which arise before, during and after a transaction to which the TUPE Regulations apply and how to deal with them. The course is conducted as a workshop with a series of problems for delegates to work through.

In response to feedback from delegates, the course will look in more detail at some of the basic concepts such as what is an economic entity and what is a transfer.

The course covers:

- When is a dismissal connected with the transfer?
- The automatic transfer principle
- Can staff be reduced to make the business more attractive?
- Changing terms and conditions of employment following a TUPE transfer.
- ETO reasons and whose ETO reason is relevant?
- Pension rights – do any rights transfer?
- Constructive dismissal and dismissal because of substantial change in the employee's working conditions
- Settlement agreements – can a potential TUPE claim be compromised?

London

1 Nov

Web Courses from Central Law Training

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- Test your understanding with knowledge checks
- Evidence your learning with a certificate of completion

Find out more
www.clt.co.uk/webcourses

CLTA10822

A Piece of the Pie: An Introduction to Employee Share Schemes

3 B

Foundation

Mark Gearing

Offering share-based incentives can be crucial to successfully recruit and retain the best executives and employees. This course provides the ideal introduction to what can be a complex area of law, covering the important structural and tax issues on implementation, as well as including some practical tax planning points at the time of a takeover or trade sale.

This course will include:

- An overview of all HMRC approved share plans including available tax reliefs
- A detailed explanation of enterprise management incentive option arrangements
- Headline valuation issues to consider
- An introduction to employee benefit trusts and the disguised remuneration rules
- A summary of the restricted securities regime and its tax implications
- The impact of a company sale on employee share options and awards

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

20 Nov am

Advanced Employee Share Schemes

3 B

Advanced

Mark Gearing

This course is designed for those who have perhaps already attended our introductory course or have had some experience in practice and who wish to know more about this complex area of law and tax. Attendance on the introductory course is not obligatory though, as the speaker will explain the course content in a way that non share plan lawyers will understand.

This course will include:

- Issues to consider when structuring an employee share plan
- The employee shareholder status or “shares for rights” arrangement
- Growth/hurdle shares
- Employee ownership trusts in the context of employee buyouts
- An introduction to share valuations

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

4 Dec am

Overview of Digital and Social Media Law

6 B

Intermediate

Sherree Westell

Digital media is not just maintaining a corporate website or even making products and services available but also setting up blogs, participating in forums and using Twitter, Facebook, LinkedIn and other sites.

This course gives an introduction and overview of the legal risks associated with all elements of digital and social media. It will be of interest to all commercial and corporate practitioners who do not deal with digital and social media law on a regular basis but need to have a working knowledge of it. It will also be useful to those joining the relevant department dealing with digital and social media law either in private practice or in-house.

This course includes:

- Overview of social and digital media and key terminology
- Identifying key areas of risk with social and digital media
- Developing and drafting effective social media policies
- Contracting online
- Key contracts with service providers
- Monitoring, moderating and take down policies
- Online brand protection

Birmingham 26 Sep
London 10 Oct

Regulatory Law in the Healthcare Professions

3 B

Intermediate

Andrew Crammond

This course focuses upon regulatory law and principles specific to the healthcare professionals. The course is aimed at those already practising in the field of regulatory law in the healthcare professions, whether in private practice or within a regulatory body.

The areas covered will include:

- Background to the various healthcare regulatory bodies, their scope and aims
- Introduction to rules and procedure in the healthcare regulatory bodies
- The applicable legal principles in the healthcare regulators
- Managing the client and practical initial steps
- Understanding and avoiding the risks
- Updates and opportunities going forward

Excellent presenter who brought the subject to life. Great insight on a challenging but interesting area of law

London 19 Oct am

Webinar Highlights

One hour webinars are the perfect way of expanding expertise and supplementing face-to-face training. To see our full range of webinars visit www.clt.co.uk/webinars

B	Intermediate	B	Intermediate
An Employment Lawyer's Guide to Drafting: Restrictive Covenants		An In-Depth Look at Gross Misconduct Dismissals	
Ian Wheaton		John Sprack	
This webinar will make you aware of the issues as your drafting will need to take into consideration questions of reasonableness, duration and enforceability.		This webinar examines the way in which gross misconduct has been dealt with in a range of appellate cases, including recent decisions such as <i>Reilly v Sandwell MBC</i> .	

A	Update	B	Intermediate
Bridging the Gap: What next for gender pay reporting?		"Some Other Substantial Reason" for Dismissal	
John Sprack		John Sprack	
The first deadline for gender pay reporting passed in April 2018. This webinar examines the duties on employers to publish information, enforcement mechanisms against those who have failed to comply with their obligations, and strategies to reduce the gender pay gap.		Sitting among the potentially fair reasons for dismissal is the somewhat baffling category of "some other substantial reason". This webinar examines its scope and its limitations, dealing with a number of appellate cases.r.	

B

Foundation

Driving for Work

Andrew Woolfall

This webinar covers the use of vehicles in the workplace, from cars to LGVs, looking at the various risk involved, regulatory regimes that are applicable, systems to have in place and potential consequences when things go wrong.

This webinar covers:

- Road risk policies and systems
- Cars and vans
- Commercial vehicles
- Driver's hours, working time directive and the HSE perspective
- Potential offences for the business

B

Intermediate

Mental Health and Wellbeing in the Workplace

Ian Wheaton

This webinar will advise employers on how to tackle and manage work-related illnesses by looking at the legal issues and obligations involved, how to deal with the issue and communicating it across the workplace. It will also be of use to employment solicitors advising on this.

This webinar covers:

- Why do employers need to know about mental health and wellbeing in the workplace?
- Employer's obligations
- How can employers deal with it?
- Should you consider a mental health first aider or 'wellbeing champions'?

A C

Foundation

Sexual Harassment in The Workplace

Sarah Evans

This webinar looks at what is sexual harassment and examines the law around this area, including remedies and liability.

The webinar covers:

- Statutory definition of sexual harassment
- How does it differ from 'general' harassment under the Equality Act
- What is 'conduct of a sexual nature'?
- Establishing 'purpose or effect'
- Remedies
- Who is liable?
- Dealing with sexual harassment in the workplace

A

Intermediate

Whistleblowing: How far does protection extend?

John Sprack

Whistleblowing is an important head of claim in the employment tribunals: protection from dismissal or detriment is available from the first day of employment; dismissal for making a protected disclosure is automatically unfair; and compensation is potentially unlimited.

This webinar examines the various issues which have arisen in those cases and puts them in the context of the statutory provisions.

Management and Personal Skills Training

Management and Strategy

For those new to management responsibilities or looking to deepen their understanding of law firm management and strategy.

12 C D Advanced

Two Day Law Firm Management Masterclass

Bristol 10 - 11 Sep
London 5 - 6 Dec

6 C Foundation

Management Course Stage 1

London 13 Sep
Birmingham 11 Oct

6 C D Advanced

Management Course Stage 2

London 8 Nov

Client Care

Courses that equip lawyers to keep existing clients happy.

3 A C D Foundation

Effective Complaints Handling

London 6 Nov pm

Project Management

Key skills to enable you to manage work effectively.

6 B D Intermediate

Project Management for Transactional Lawyers

London 26 Sep

6 C D Foundation

Case Analysis and Project Management for Junior Litigators

London 3 Oct

People Management

Courses to help staff at any level understand how to support and manage team members.

6 D Intermediate

Performance Management in Legal Practice

London 11 Sep

6 D Intermediate

Managing and Motivating People

Sheffield 19 Sep
London 16 Oct

6 D Intermediate

Supervision: Essential Skills for Lawyers

London 16 Oct

6 B Update

Performance Management and Capability Procedures: Making Them Work

London 29 Nov

Financial Management

Ensure your firm's finances are well-managed.

5 C Intermediate

SRA Accounts Rules: Achieving Compliance

Birmingham 3 Oct
London 22 Oct

6 A Foundation

Understanding and Interpreting Company Accounts

London 6 Nov

6 D Intermediate

Pricing, Performance and Profitability

London 21 Nov

Compliance

Practical courses that will help you and your firm stay on the right side of SRA and general business regulations.

6 **A** Foundation

COLPs, COFAs and Managing Compliance 2018

Bristol 12 Sep
Newcastle 19 Sep

6 **A** Update

Money Laundering Compliance for Solicitors

London 26 Sep
Newcastle 3 Oct
Leeds 9 Oct
Southampton 16 Oct

5 **A** Intermediate

Conflicts and Confidentiality in Law Firms

London 20 Nov

6 **B** Foundation

An Introduction to Data Protection and GDPR

London 13 Sep, 22 Nov
Bristol 6 Nov
Leeds 4 Dec

3 **B** **D** Foundation

Data Protection: Conducting a Data Audit

London 16 Oct am

3 **B** **C** Foundation

Data Protection: Privacy Notices, SARs, Consent and More

London 16 Oct pm

3 **A** Intermediate

Data Protection and GDPR for the Compliance Officer

London 12 Nov pm

6 **B** **C** **D** Intermediate

Duties of the Data Protection Officer

London 14 Nov

3 **A** Update

Data Protection and GDPR Update 2018

Bristol 16 Nov pm
Derby 27 Nov pm
London 30 Nov pm
Leeds 12 Dec pm

For In-House Lawyers

Courses designed to help in-house lawyers develop and succeed in their careers.

3 **A** **B** Intermediate

Anti-Bribery Strategies for Business: Applying the Law in Real Life Situations

See www.clt.co.uk for dates

6 **C** **D** Foundation

The Successful In-house Lawyer

London 25 Sep

6 **C** **D** Advanced

The Successful Leader and Manager of an In-house Legal Team

London 26 Sep

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