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SEPTEMBER – DECEMBER 2019

Employment Law

Your Training Guide



Central Law Training

Your Employment Law Training Guide

We are pleased to introduce the **September – December 2019 Training Guide**. Are you ready to submit your SRA declaration by **31 October 2019**? Take this opportunity to reflect upon and address your learning and development needs with our extensive range of training courses and webinars, designed to support you in developing and maintaining your professional competence.

Central Law Training, the UK's leading provider of post-qualification training for legal professionals provides training **courses, conferences, webinars and e-learning**. These are delivered by expert speakers to help you develop your skills and knowledge.

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

View our full range of training at www.clt.co.uk to ensure you have addressed your learning and development needs by **31 October**.

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 £112.50 + VAT Package price £127.50 + VAT CLT Members / £255.00 + VAT Non-members
B Technical legal practice	5 5 hour course £187.50 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
C Working with other people	6 6 hour course £225.00 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
D Managing themselves and their own work	12 2 day course £450.00 + VAT Package price £510.00 + VAT CLT Members / £1020.00 + VAT Non-members
	5 5 hour Masterclass £187.50 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	6 6 hour Masterclass £225.00 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	Webinars are 1 hour £37.50 + VAT Package price £65.00 + VAT CLT Members / £130.00 + 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

7 - 8 Oct

BEST SELLER

Employment Law Update 2019

6 A

Update

Angelica Rokad, Ian Rees Phillips or Grace Cullen

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.

Newcastle	24 Sep
Southampton	30 Sep
London	15 Oct

Immigration: EU Citizens Living and Working in the UK after Brexit **NEW**

3 B

Update

Samina Iqbal or Sarah Pinder

This course is intended to provide practical tools to those representing EU Nationals and their family members, as well as an understanding of the interaction between the Regulations and Appendix EU, also referred to as the 'settled status scheme'. The course is restricted to Appendix EU and aims to provide an understanding of the UK's position at present. It also highlights potential difficulties such as evidential or procedural problems and where individuals may be caught out, for example, when attempting to rely on pre-transition residence after transition is completed.

- Purpose and who can be considered?
- Eligibility for indefinite leave to remain
- Persons eligible for indefinite leave to remain as a relevant EU citizen or their family member
- Persons eligible for indefinite leave to remain as a family member of a qualifying British citizen
- Eligibility for limited leave to remain
- Requirements and procedure
- Valid application
- Evidence
- Suitability
- Mandatory/Discretionary grounds of refusal
- Remedies

London	10 Sep pm, 13 Nov pm
Manchester	7 Nov pm
Birmingham	28 Nov pm

HOT TOPIC

NDAs: Ethics and Enforceability **NEW**



Intermediate

Meg Pennycook

Non-disclosure and confidentiality agreements (commonly known as ‘gagging clauses’) have been much in the news in recent times, provoking strong comment in the media and from government ministers. The Law Society and Bar Council have issued guidance to practitioners, warning that lawyers who fail to observe appropriate ethical standards when advising on, and drafting NDAs, may face disciplinary proceedings. This course helps you to draft enforceable NDAs while remaining compliant with professional conduct requirements.

The course will cover:

- Drafting NDAs in COT3s and Settlement Agreements
- Appropriate use of NDAs
- Complying with Law Society and Bar Council guidance to practitioners
- Misuse of NDAs and the potential consequences for yourself and for the client
- Whistleblowing and NDAs
- Enforcement of NDAs
- The future of NDAs

London	<i>24 Sep pm, 3 Dec pm</i>
Birmingham	<i>9 Oct pm</i>
Manchester	<i>14 Oct pm</i>

HOT TOPIC

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	<i>15 Oct am</i>
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The Employment Contract: Breaches and Remedies

3 A B

Intermediate

Meg Pennycook

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

15 Oct pm

Employment Status: Employee, Worker or Self-Employed

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
- 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
- The proposals in the Taylor Review

This course is also available online as a web course. To find out more visit www.clt.co.uk/webcourses.

London

9 Oct am

HOT TOPIC

IR35: Off-Payroll Working from 2020 **NEW**

6 A B

Intermediate

Ian Rees Phillips

HMRC's IR35 legislation aims to ensure that contractors pay the same tax and NICs as an equivalent employee. New changes will be implemented in April 2020 to increase compliance by transferring more responsibility to large and medium companies to administer IR35 and draft legislation has now been published.

Be prepared for the new changes with this full-day course on the existing IR35 rules in the public sector, the legal tests applied to distinguish 'true' contractors and off-payroll workers, and receive practical advice and insight in order to ensure your contractor workforce or practice is ready for the new regime.

The course covers:

- The background and aims of the IR35 regime
- Distinguishing between contractors, intermediaries, employees and workers
- A review of the key employment law case authorities informing the IR35 rules
- The new 2020 changes and how this will affect employers, business and contractors
- Practical proposals for preparing for the changes

Manchester	24 Oct
Birmingham	28 Oct
London	30 Oct

Pensions in Corporate Transactions: A Practical Workshop

6 B

Intermediate

Rukhsana Rasheed

Pension schemes have become the single most financially significant aspect in a corporate transaction. However, pension schemes continue to be a mystery in a transaction situation for the target company, scheme trustees, lawyers and professional advisors.

Companies such as Marks & Spencer, WHSmith, Sainsbury's and Boots have all shown the difficulties which a defined benefit scheme can have on the structure and success of a corporate deal.

By the end of this course you will be able to:

- Undertake thorough due diligence to uncover nasty surprises
- Assess the structure of the transaction and the pension risks involved (share sale v TUPE)
- Identify the pension rights and liabilities that will transfer to the purchaser
- Understand the valuation process of pension schemes, uncovering a deficit and what this means
- Identify the type of transaction that will trigger the payment of the pension scheme debt
- Manage the employer debt and regulatory risks
- Understand the role of The Pensions Regulator – including seeking clearance before the deal happens

London	4 Oct
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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. It 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

12 Nov am

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.

This course is also available online as a web course.

London

16 Oct

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
- Compromise agreements/settlement agreement

London 24 Sep

Solving TUPE Problems in 2019

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?

Birmingham 16 Oct
London 17 Oct

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

15 Oct am

Advanced Employee Share Schemes

3 B

Advanced

Mark Gearing

This course is designed for those who have perhaps already attended our introductory course (A Piece of the Pie: An Introduction to Employee Share Schemes) 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.

The 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

19 Nov 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

London

23 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

8 Nov 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

Employment Appeal Tribunals - A Practical Approach

Catherine Wilson

This webinar will explore how to identify and draft successful grounds of appeal, focusing on legal rather than factual issues and avoiding “problem” allegations such as bias, perversity and inadequate reasoning.

A B

Update

Vicarious Liability- An update

Catherine Wilson

This webinar will explore recent case law on the scope of this liability, including the Morrison Supermarkets case, and the impact on areas such as sexual harassment, bullying and data protection.

A B

Intermediate

Making Sense of Constructive Dismissal

John Sprack

The area of constructive dismissal is a complex one for those who advise employers or employees. This webinar unpicks the various stands of the law involved, analysing a number of relevant appellate cases.

A B

Foundation

Legal Aid in Immigration/ Asylum: A Guide for Practitioners

Lauren Butler

This highly informative webinar gives a good grounding of the legal aid process for immigration and asylum practitioners. Topics covered include:

- Legal help
- Controlled legal representation
- Certificated work (Judicial Reviews, Court of Appeal and beyond)
- Working with the Legal Aid Agency online portal

Management and Personal Skills Training

Management and Strategy

6 **A C D** Intermediate
Preparing for Partnership
London 11 Nov

12 **C D** Advanced
Two Day Law Firm Management Masterclass
London 3 - 4 Dec

6 **C D** Advanced
Management Course Stage 2: Developing the Manager
London 8 Oct

People Management

6 **A B C** Foundation
Legal Aid Supervision: An Introduction
London 17 Sep
Birmingham 8 Oct

6 **D** Intermediate
Supervision: Essential Skills for Lawyers
London 23 Oct

6 **D** Intermediate
Managing and Motivating People
Birmingham 8 Oct
London 15 Oct

6 **D** Intermediate
Performance Management in Legal Practice
London 26 Sep

6 **B** Update
Performance Management and Capability Procedures: Making Them Work
London 24 Sep

Financial Management

6 **A** Foundation
Understanding and Interpreting Company Accounts
Manchester 17 Oct
London 28 Oct

5 **C** Intermediate
SRA Accounts Rules: Achieving Compliance
London 19 Sep

3 **A C** Update
Getting to Grips with the New SRA Accounts Rules
Birmingham 17 Oct pm
London 24 Oct pm

Compliance

3 **A** Update
SRA Handbook: Are you ready for the changes?
Bristol 10 Sep pm
Cambridge 2 Oct pm
Carlisle 16 Oct pm
London 16 Oct pm, 6 Nov pm
Birmingham 31 Oct pm

3 **A** Update
Money Laundering Compliance in Private Practice
Leeds 11 Sep pm
Birmingham 18 Sep pm
London 24 Sep pm

6 **A** Foundation
COLPs, COFAs and Managing Compliance 2019
Birmingham 2 Oct
Manchester 3 Oct
Leeds 15 Oct

6 **B** Foundation
An Introduction to Data Protection and GDPR
London 18 Sep, 4 Dec
Cambridge 3 Oct

6 **B C D** Intermediate
Duties of the Data Protection Officer
London 23 Oct

3 **A** Update
Data Protection and GDPR Update 2019
Manchester 12 Sep pm
London 9 Oct pm
Birmingham 30 Oct pm

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 D** Foundation
Data Protection and Cyber Security
Birmingham 23 Sep pm
London 24 Oct pm, 10 Dec pm

Personal Skills

6 **C D** Foundation
Case Analysis and Project Management for Junior Litigators
London 10 Oct

3 **C D** Foundation
Preparing For and Conducting Negotiations
London 18 Sep am
Manchester 15 Oct am

3 **B C** Foundation
Advocacy and Persuasive Communication
London 18 Sep pm
Manchester 15 Oct pm

3 **B D** Intermediate
Drafting Legal Documents for Lawyers
London 19 Sep pm
Birmingham 4 Dec pm

6 **B D** Intermediate
Project Management for Transactional Lawyers
London 17 Sep

5 **C** Intermediate
Getting the Very Most Out of Your Day
Birmingham 15 Oct
London 19 Nov

3 **A C D** Foundation
Effective Complaints Handling
London 12 Nov pm

For In-House Lawyers

12 **A B C D** Foundation
Essential Toolkit for In-house Counsel
London 7-8 Oct

6 **C D** Foundation
The Successful In-house Lawyer
London 16 Oct

6 **C D** Advanced
The Successful Leader and Manager of an In-house Legal Team
London 17 Oct

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