

HRXchange
Training Directory
2017



Welcome to the HRXchange Training Directory for 2017

HRXchange provides a varied calendar of events focusing on employment law and related issues.

It is aimed at HR professionals and others with a people management role in the workplace.

All of our events are delivered by specialist, employment lawyers with a wealth of experience.

Our expertise enables us to provide down-to-earth, practical training. We give advice and guidance on real business issues rather than pure legal theory.

Our courses are interactive and provide the perfect forum for delegates to discuss issues with the trainers and other delegates and to share experiences with their peers.

All of our courses attract CPD credits from the CIPD and Solicitors' Regulation Authority.

All of our training courses can also be run in-house, and be tailored as required in order to address any particular challenges faced by your organisation. Further details can be found on page 8.

Our sessions also provide an opportunity to engage with others in the HR sector and the Gateley Plc team. HR can be a lonely business; our forum is the perfect way to share ideas, challenges and solutions with peers.

This directory contains details of each of our core training courses for 2017, which will be run in the following locations:

- ◆ Birmingham
- ◆ Bristol
- ◆ Leeds
- ◆ Leicester
- ◆ London
- ◆ Manchester
- ◆ Nottingham
- ◆ Reading

We look forward to welcoming you on one of our courses in the near future.

"Extremely useful and enjoyable. Pitched at the right level too - no legal jargon. Great and very helpful presenters."

Punch Taverns

Why choose HRXchange training?

HRXchange is a networking and training forum developed by full service national law firm Gateley Plc.

Our training courses are a cost effective way to make sure you are up to date with the latest developments in employment law as well as showcasing the latest thought leadership on key HR and people topics.

Each year, hundreds of delegates attend our training courses throughout the UK.

"The subject was brought to life in a practical way with good humour."

Bank of America

"An interesting, informative lesson that HR professionals and businesses should not miss."

Chubb

"Well organised and informative. Would recommend attendance if you are interested in employment law."

AEGON UK

790

In 2016, over 790 delegates attended our training sessions

😊 99%

In 2016, our events were rated as either 'excellent' or 'very good' by 99% of attendees

Spring 2017 Employment Law Update

What will we cover?

Given the current political landscape, significant change is likely to be afoot for HR professionals. 2017 is set to be an eventful year.

Our Spring 2017 employment law update will explore current government proposals in the employment field together with developments in employment case law and how they will impact on your organisation.

This will be a half day seminar; the first half of which will focus on recent, and proposed, legislative changes including;

- ◆ The introduction of gender pay gap reporting
- ◆ Brexit - where are we now?
- ◆ The likely introduction of 'grandparental leave'

In the second part of the seminar our case law roundup will review developments from the preceding six months including:

- ◆ Developments in how to calculate holiday pay (including Lock -v- British Gas concerning commission payments)
- ◆ Unfair dismissal
- ◆ Discrimination
- ◆ TUPE

Who should attend?

This session is aimed at all HR professionals, together with directors and managers who have a responsibility for personnel matters.

Timings

Registration will take place from 9.00am with the seminar commencing at 9.30am and finishing by 1.00pm when lunch will be served. There will be networking opportunities during registration, coffee breaks and over lunch.

Venues and dates

Wednesday 1 March - Birmingham

Tuesday 7 March - Nottingham

Wednesday 8 March - Manchester

Tuesday 14 March - Bristol

Wednesday 15 March - London

Tuesday 21 March - Leicester

Wednesday 22 March - Leeds

Tuesday 28 March - Reading

Cost

£40 inclusive of VAT per delegate including lunch.

"Insightful, interesting and relevant update on key employment law decisions."

Hydrock

How to book

🌐 gateleyplc.com/hrxchange

☎ 0845 217 1762 - ask for HRXchange bookings

@ hrxtraining@gateleyplc.com



Summer 2017

Managing Absence Masterclass

What will we cover?

According to recent figures the average employee in the UK is absent from work for almost seven days a year due to sickness. The annual cost implication for UK employers has been placed as high as £29 billion.

Managing sickness absence has become a daily challenge for many UK businesses, particularly when dealing with absence of a long-term nature. Employers must tread a careful balance between managing employee welfare and risk, whilst continuously monitoring the operational and financial impact that absence, particularly long-term, can have upon the business.

Led by experienced employment lawyers, this session will provide attendees with the legal and practical knowledge to manage long-term absence in a proactive, fair and efficient manner. Worked examples will assist the discussion.

The session will consider:

- ◆ When is an employee deemed to be 'disabled'? What are the implications?
- ◆ What makes an adjustment 'reasonable'?
- ◆ How should a period of absence be managed; from the initial phone call through to potential dismissal
- ◆ How to address a pattern of short-term absence
- ◆ How to deal with an absent employee who refuses to communicate
- ◆ Holiday pay and long-term absence: what is the current position?
- ◆ Permanent health insurance: does this affect the ability to dismiss?
- ◆ Getting on the front foot: what can be done to deter employee absence?

Who should attend?

This course is aimed at anyone who may be involved in managing sickness absence issues on behalf of their organisation.

Timings

Registration will take place from 8.30am with the seminar commencing at 9.00am and finishing by 11.30am. There will be networking opportunities during registration and after the seminar.

Venues and dates

Wednesday 7 June - Birmingham

Thursday 8 June - Manchester

Tuesday 13 June - Nottingham

Wednesday 14 June - Leeds

Thursday 15 June - London

Tuesday 20 June - Leicester

Wednesday 21 June - Bristol

Wednesday 28 June - Reading

Cost

£40 inclusive of VAT per delegate including hand outs and refreshments.

"Great session, great handouts,
very useful info to take away!
Informative session, well received."

Kelloggs

How to book

gateleyplc.com/hrxchange

0845 217 1762 - ask for
HRXchange bookings

[@hrxtraining@gateleyplc.com](mailto:hrxtraining@gateleyplc.com)

Autumn 2017 Employment Law Update

What will we cover?

2017 could see the UK leaving the European Union. This may entail wholesale changes to the employment law landscape which we will dissect. This session will analyse all the latest developments, together with any changes in legislation.

As ever, there will also be an interactive case law roundup reviewing developments in the preceding six months including the areas of:

- ◆ Unfair dismissal
- ◆ Discrimination
- ◆ TUPE
- ◆ Discipline and Grievance

Who should attend?

This course is aimed at all HR professionals, together with directors and managers who have a responsibility for personnel matters.

Timings

Registration will take place from 9.00am with the seminar commencing at 9.30am and finishing by 1.00pm when lunch will be served. There will be networking opportunities during registration, coffee breaks and over lunch.

Venues and dates

- Tuesday 12 September - Birmingham
- Thursday 14 September - Manchester
- Tuesday 19 September - Nottingham
- Thursday 21 September - Leeds
- Tuesday 26 September - Bristol
- Wednesday 27 September - London
- Thursday 28 September - Leicester
- Tuesday 3 October - Reading

Cost

£40 inclusive of VAT per delegate including lunch.

"Highly engaging and informative employment law update session. Lots to take back to my organisation."

Alzheimers Society

How to book

🌐 gateleyplc.com/hrxchange

☎ 0845 217 1762 - ask for HRXchange bookings

@ hrxtraining@gateleyplc.com



Winter 2017

Change Management Masterclass

What will we cover?

Whether due to economic uncertainty, changes within the business or simply a need to improve efficiency, all businesses will at some point need to implement people-related change.

Led by experienced employment lawyers, the session will focus on two key areas of change management: redundancy and changes to terms and conditions.

The first half of the seminar will consider the redundancy process and provide practical advice to carry this out in the most fair and efficient way possible, minimising risk and damage to staff morale. Focus areas will include:

- ◆ 'Redundancy' - is this always easy to spot?
- ◆ The selection process: selection pools, 'bumping' and fair criteria

- ◆ The consultation process: What, when and how?
- ◆ Collective consultation: when is this triggered and what does the process involve?

During the second part of the session we will consider how to fairly implement changes to employee terms and conditions. This will include:

- ◆ When will a change to terms and conditions amount to a 'redundancy'?
- ◆ Could collective consultation obligations be triggered?
- ◆ Non-consenting employees: can the new terms and conditions be imposed anyway? What are the risks? When will a dismissal be fair because of 'some other substantial reason'?

Who should attend?

This course is aimed at anyone who may be involved in organising, communicating and/or implementing a business change on behalf of their organisation, in particular HR professionals together with managers who have responsibility for personnel matters.

Timings

Registration will take place from 8.30am with the seminar commencing at 9.00am and finishing by 11.30am. There will be networking opportunities during registration and after the seminar.

Venues and dates

Wednesday 1 November - Birmingham

Thursday 2 November - Leeds

Tuesday 7 November - Nottingham

Wednesday 8 November - Manchester

Tuesday 9 November - Reading

Tuesday 14 November - Leicester

Wednesday 15 November - London

Thursday 16 November - Bristol

Cost

£40 inclusive of VAT per delegate including hand outs and refreshments.

"Well presented, informative overview of HR hot topics."

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ECS Engineering Services Ltd

How to book

🌐 gateleyplc.com/hrxchange

☎ 0845 217 1762 - ask for HRXchange bookings

@hrxtraining@gateleyplc.com

In-house training

All of the courses in this directory can also be delivered by our trainers in-house for your staff, tailored where appropriate to cover any particular issues faced by your organisation.

We can provide training on a range of employment law topics such as:

- ◆ Bullying and harassment
- ◆ Managing performance
- ◆ TUPE
- ◆ Holidays and Working Time Regulations
- ◆ Equal opportunities and discrimination
- ◆ Social media in the workplace
- ◆ Conducting investigations and taking effective disciplinary action
- ◆ Dealing with industrial action
- ◆ Implementing changes to terms and conditions
- ◆ Mock Employment Tribunals for groups of over 10 delegates on subjects ranging from discrimination and whistleblowing to unfair dismissal and redundancy

We can design and deliver bespoke training on any other aspect of employment law and employee relations. If this is of interest to you, please call us on 0845 217 1762.




"Gateley Plc has well respected and experienced employment law solicitors. They provide workshops which are enjoyable, interactive and informative. It is well worth giving up time to attend."

Derbyshire Health United

How to book

 gateleyplc.com/hrxchange

 0845 217 1762 - ask for HRXchange bookings

 hrxtraining@gateleyplc.com

How can Gateley Plc help you with employment law?

In addition to training we also provide employment law support. Our team of experienced lawyers work day-to-day with employers on employment and people management issues.

We provide forward thinking and commercial advice on all aspects of HR and employment legal issues.

We understand the law and potential HR pitfalls and know how to get you from A to B in a safe and commercially sensible way that benefits both your business and your people.

Our core services cover all aspects of employment law - everything from employment contracts, handbooks and policies and procedures, through to settlement agreements, business protection audits, employment tribunal claims and TUPE/outsourcing/M&A work. We also offer a dedicated helpline

to assist with any day-to-day legal or HR support you might need.

We ensure that your HR spend is pinpointed to offer best value with true expertise, when and where you need it.

"Regardless of how unusual the situation may be, they will find a solution and reassure clients along the right path."

Chambers 2017

Key contacts:

London & South East

Guy Guinan

☎ 020 7653 1689

@ Guy.Guinan@gateleyplc.com

West Midlands & South West

Merran Sewell

☎ 0121 234 0252

@ Merran.Sewell@gateleyplc.com

East Midlands

Andrew Macmillan

☎ 0115 983 8242

@ Andrew.Macmillan@gateleyplc.com

North West & North East

Michael Ball

☎ 0161 836 7948

@ Michael.Ball@gateleyplc.com

Our Employment & People Services fall into 4 key areas:

People Management & Development

Helping you manage day-to-day people issues. Getting you from A to B with minimum cost and risk. Our team of employment and HR experts have a wealth of experience advising on and managing the full spectrum of HR issues. We can help you with every aspect of the management of your workforce, adding value to your HR function and helping you achieve consistently better outcomes. Our services include:

- ◆ Assessment, interview and recruitment assistance
- ◆ Performance, talent and absence management
- ◆ Training support programmes for your managers and staff
- ◆ Pay and reward
- ◆ Employee share schemes
- ◆ Management or organisational change
- ◆ Employee exits and severances
- ◆ Immigration
- ◆ Provision of cutting edge IT solutions including client extranet
- ◆ Day-to-day support (dedicated helpline)

People & Business Change

We plan and manage all types of business change projects involving your people, working collaboratively with you to achieve your goals. We get you where you need to be - on time and with no hidden surprises.

Our expert team can guide you every step of the way through a business transformation or organisational restructure, ensuring that your objectives are achieved whilst maintaining morale, productivity, efficiency and organisational culture throughout the process. We offer a range of services within this field, including:

- ◆ Changing terms & conditions
- ◆ Restructures
- ◆ Redundancy
- ◆ Outsourcing
- ◆ Preparation for sale
- ◆ Post-acquisition support
- ◆ TUPE and outsourcing

Conflict Resolution

We develop and implement strategies to empower your people to avoid conflict and deal with difficult issues in a cost-effective, commercial manner that's aligned to your vision and values.

We have the expertise to help you make the right decision wherever your dispute or issue has arisen. When it comes to avoiding or resolving conflicts and issues, we'll help you arrive at the right solution for your business and people and provide guidance throughout each stage of the process. We offer a range of services delivered by a team of specialists. These include:

- ◆ Disciplinary advice and management
- ◆ Grievance/internal dispute advice and resolutions
- ◆ Mediation services
- ◆ Termination and severance advice and support
- ◆ Disputes with trade unions and dealing with industrial action
- ◆ Complex investigations
- ◆ Multi-forum employment litigation including Employment Tribunal and court claims
- ◆ Internal training and coaching to help you and your managers achieve better conflict resolution outcomes

Business Protection

Reputations are hard won but easily lost. The Employment & People Services team at Gateley Plc offers a range of services designed to build and protect the value of your business.

Whether the issue is non-compliance with legislation or the threat posed by a departing employee attempting to steal your intellectual property and trade secrets, we have market leading experts who can help you. We will work with you to ensure that your policies and procedures are fit for purpose, that your workforce is equipped and trained on those procedures, and that your contracts of employment are effective in protecting your business interests.

Our team is regularly instructed on restrictive covenant and breach of confidentiality actions and we have an outstanding track record in pursuing these actions through the High Court, achieving consistently excellent results.



Booking Information

Booking onto our courses is quick and easy. There are several ways to book:

 gateleyplc.com/hrxchange

 **Lynn Jolly** on **0845 217 1762**

 hrxtraining@gateleyplc.com

Terms and conditions

Cancellations

If you are not able to attend, you may send a substitute. However, a refund cannot be made for cancellations received less than 14 days before the course is scheduled to take place.

There is a fee to cover administration expenses for delegates transferring to another programme and for cancellations received more than 14 days before the course start date.

Continuing Professional Development

Please refer to the individual course invitations to see how many CPD hours the course qualifies for. You will receive joining instructions, confirmed timings and venues. If you have not received these one week prior to the course please contact us.

Database


Your details will be held on the Gateley Plc database and you will receive invites to future events. If you would like to be removed please contact

**Lynn Jolly, HRXchange, Gateley Plc,
One Eleven Edmund Street,
Birmingham B3 2HJ.**

There may be occasions when changes in programme content, speakers, timings and location have to be made for reasons outside of our control. We maintain the right to decline bookings if they are not in line with course training objectives.

Delegate list

Your name may be included on a list of delegates attending the event. If you would like your name to be removed, please contact us on **0845 217 1762** or hrxtraining@gateleyplc.com

 +44 (0)845 217 1762
 hrxtraining@gateleyplc.com
 gateleyplc.com/hrxchange
 [@HRXchangeuk](https://twitter.com/HRXchangeuk)
 [/company/gateley-plc](https://www.linkedin.com/company/gateley-plc)