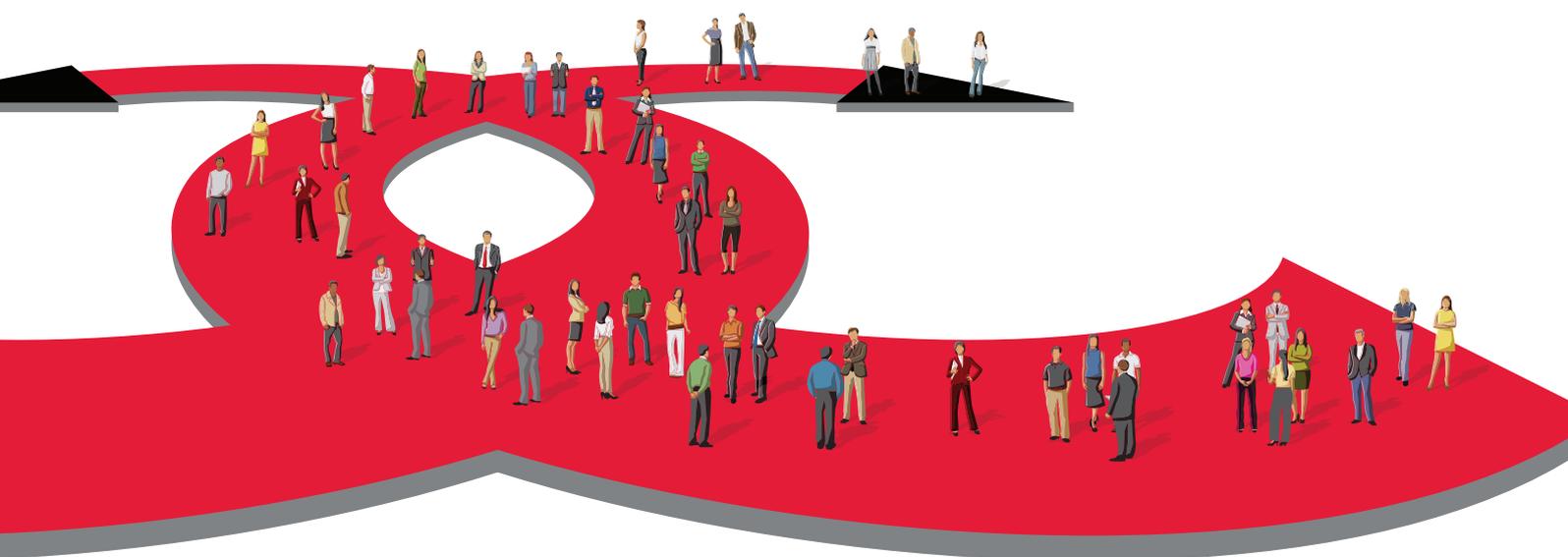


# HRchange

[www.hrxchange.co.uk](http://www.hrxchange.co.uk)

By ♦ Gateley Plc



## Training Directory 2016



Sponsored by

# Welcome to the HRXchange Training Directory for 2016

HRXchange provides a varied calendar of events focusing on employment law and related issues aimed at HR professionals and anyone within a people management role in the workplace.

All of our events are delivered by specialist, experienced employment lawyers and HR consultants. This enables us to draw upon a wealth of experience and expertise to provide down-to-earth, practical training. We give advice and guidance on real business issues rather than pure legal theory.

Each year we run a number of employment law updates and regularly supplement these with seminars and events that focus on people related topics and challenges; from attracting, assessing and developing talent through to leadership related topics and change management.

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.

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

After each of our legal update sessions, we publish comprehensive notes of the presentations so that delegates will have access to a full set of materials for later reference and to share with colleagues.

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 are on page 8.

In addition to the upcoming HRXchange events, Penna and Gateley will host a number of senior HR networking sessions around the UK. Providing a great opportunity to keep up to date with current research and thought leadership into key people issues.

These sessions also provide an opportunity to engage with others in the HR sector and the Penna and Gateley teams. Previous topics have focussed on the multi-generational workforce, identifying potential and developing the next generation of leaders. Dates and topics for these events will be emailed in advance.

This directory contains details of each of our core training courses for 2016, which will be run in the following locations:

- **Birmingham**
- **Bristol**
- **Edinburgh**
- **Glasgow**
- **Leeds**
- **Leicester**
- **London**
- **Maidenhead**
- **Manchester**
- **Nottingham**



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

# Why Choose HRXchange Training?

HRXchange is a networking and training forum, developed by law firm Gateley Plc. It is sponsored by leading HR consultancy Penna Plc who will deliver events on topical issues throughout the year.

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.

In 2015, our events were rated as either 'excellent' or 'very good' by over 98% of attendees.

*An outstanding session delivered in an informative and easy to understand format,*

**Messier Dowty Limited**

**HRXchange**  
[www.hrxchange.co.uk](http://www.hrxchange.co.uk)

Contact us today to find out more

**Victoria Garrad**

Partner, Gateley Plc

T: 0121 234 0040

E: [victoria.garrad@gateleyplc.com](mailto:victoria.garrad@gateleyplc.com)

**Jas Dhesi**

Client Partner, Penna Plc

T: 0870 609 2149

E: [jas.dhesi@penna.com](mailto:jas.dhesi@penna.com)



# Spring 2016 Employment Law Update

## What will we cover?

Significant change is afoot for HR professionals and 2016 is set to be another eventful year.

Our Spring 2016 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 obligation to report gender pay gap information
- The extension of shared parental leave to grandparents
- The changes to the process for initiating industrial action.

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 how commission payments impact on this calculation)
- 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 9.00 a.m. with the seminar commencing at 9.30 a.m. and finishing by 1.00 p.m. when a buffet lunch will be served. There will be networking opportunities during registration, coffee breaks and over lunch.

## Venues and dates

Wednesday 24 February	–	Birmingham
Tuesday 1 March	–	Bristol
Wednesday 2 March	–	Nottingham
Thursday 3 March	–	Manchester
Tuesday 8 March	–	Edinburgh
Wednesday 9 March	–	Leicester
Wednesday 9 March	–	London
Tuesday 15 March	–	Leeds
Wednesday 16 March	–	Maidenhead
Thursday 17 March	–	Glasgow

## Cost

£30.00 inclusive of VAT per delegate including a buffet lunch, hand outs and speaker notes.

*“Great way to keep in date with employment law. Clear, concise and even has an element of fun!”*

## Addaction

## How to book

T 0845 217 1762 - ask for HRXchange bookings

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



# Summer 2016 Settlement Agreement Masterclass

## What will we cover?

Settlement agreements give employers the opportunity to quickly and easily agree exit terms with an employee with minimal fuss.

Used properly they enable employers to bypass formal HR policies and procedures and eliminate the risk of Employment Tribunal claims.

However, for the unwary there are numerous traps and pitfalls that can cause increased cost, delay and ultimately lead to successful Employment Tribunal claims.

Led by experienced employment lawyers, this two hour masterclass will provide practical hints and tips on how employers can make the best use of settlement agreements including:

- The pros and cons of using settlement agreements
- When to use a settlement agreement
- The importance of having a plan B
- How to decide how much to offer
- How to broach the subject with the employee
- How to keep the conversation 'off the record'
- How to protect the business from overpaying
- How to make the payment as tax efficient as possible
- What to do if the employee refuses to accept the deal
- Closing down the negotiation.

## Who should attend?

This course is aimed at anyone who may be involved in promoting, or negotiating, a settlement agreement on behalf of their organisation.

## Timings

Registration will take place from 8.30 a.m. with the seminar commencing at 9.00 a.m. and finishing by 11 a.m. There will be networking opportunities during registration and after the seminar.

## Venues and dates

Tuesday 7 June	–	Birmingham
Wednesday 8 June	–	Edinburgh
Thursday 9 June	–	Leicester
Wednesday 15 June	–	London
Thursday 16 June	–	Nottingham
Tuesday 21 June	–	Manchester

## Cost

£30.00 inclusive of VAT per delegate including hand outs and refreshments.

*“ Interesting and engaging event – Gateley are always teaching me something new ”*

## Saladworks



# Autumn 2016 Employment Law Update

## What will we cover?

2016 could see the UK leaving the European Union which could entail wholesale changes to the employment law landscape which we will dissect and analyse.

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

- Unfair dismissal
- Discrimination
- TUPE.

## 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 9.00 a.m. with the seminar commencing at 9.30 a.m. and finishing by 1.00 p.m. when a buffet lunch will be served. There will be networking opportunities during registration, coffee breaks and over lunch.

## Venues and dates

Thursday 1 September	–	Birmingham
Wednesday 7 September	–	Manchester
Thursday 8 September	–	Leicester
Tuesday 13 September	–	Nottingham
Wednesday 14 September	–	Edinburgh
Thursday 15 September	–	Maidenhead
Tuesday 20 September	–	Leeds
Wednesday 21 September	–	London
Thursday 22 September	–	Bristol

## Cost

£30.00 inclusive of VAT per delegate including a buffet lunch, hand outs and speaker notes.

*“ Very informative and thought provoking. Cases were interesting and generated discussions. Very relevant to working in HR at the moment.”*

## Ladbrokes

## How to book

T 0845 217 1762 - ask for HRXchange bookings

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



# Winter 2016 TUPE Untangled

## What will we cover?

TUPE is one of the most notoriously complex and difficult areas of employment law, with far reaching implications in the context of both business transfers and outsourcing situations.

This short two hour course will 'untangle' TUPE by providing an explanation of key principles and how TUPE impacts on the employment relationship. This will include a step-by-step guide to managing the transfer process and analysis of the rights enjoyed by transferring employees.

The course is aimed at those who are new to TUPE, or who simply want a refresher.

The seminar will cover:

- When does TUPE apply?
- How to determine who transfers
- The automatic transfer principle
- Changing terms of employment
- Protection against dismissal
- Obligations to inform and consult
- The obligation to provide 'employee liability information'
- Dealing with TUPE in practice.



## Who should attend?

This course is aimed at anyone with an involvement in the people issues arising out of a transfer of a business or organisation or outsourcing.

As this is an introductory course, no prior knowledge of the law relating to TUPE is required.

## Timings

Registration will take place from 8.30 a.m. with the seminar commencing at 9.00 a.m. and finishing by 11 a.m. There will be networking opportunities during registration and after the seminar.

## Venues and dates

Wednesday 26 October	–	Birmingham
Tuesday 1 November	–	Nottingham
Wednesday 2 November	–	Manchester
Thursday 3 November	–	London
Tuesday 8 November	–	Edinburgh
Thursday 10 November	–	Leicester

## Cost

£30.00 inclusive of VAT per delegate including hand outs and refreshments.

*“Pragmatic and non-legalese.  
A great session.”*

## Microsoft

### How to book

T 0845 217 1762 - ask for HRXchange bookings  
E [hrxtraining@gateleyplc.com](mailto: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.

Gateley Plc can also provide additional sessions on a range of employment law topics such as:

- Bullying and harassment
- Managing performance
- Managing sickness absence
- TUPE
- Holidays and Working Time Regulations
- Age 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.

Gateley can design and deliver bespoke training on any other aspect of employment law and employee relations. If this is of interest to you, please contact Gateley's customer service team on 0845 217 1762.

Through Penna, we are also able to offer a range of workshops tailored to your organisation's needs. Just a few of the topics that can be covered include:

- Breaking the news
- Equipping managers to deal with change
- Holding difficult conversations
- Holding effective conversations
- Managing performance.

For further information, please contact Penna on 0800 028 1715, email [info@penna.com](mailto:info@penna.com) or visit [www.penna.com](http://www.penna.com)

*“Great session, great hand-outs, very useful information to take away”*

**Kellogg's**

*“Speakers have a great ability to apply examples to explain the content – Great, nice and easy!”*

**Ixia Technologies**



# About us

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## ◆ Gateley Plc

### Gateley Plc

Gateley Plc is the first UK commercial law firm to list on the London Stock Exchange. We are a full service national law firm that promotes the commercial and strategic interests of companies, individuals and organisations across the UK and beyond. We offer solutions-driven, commercial legal advice based on an integrated, partner-led service. We provide the highest level of specialist expertise delivered in a clear and flexible way.

With approximately 800 employees including 155 partners and 388 lawyers, we are one of the UK's top 50 law firms.

With offices in ten major UK cities, we offer our clients an unrivalled domestic reach in England and Scotland with expert lawyers from all of our main service areas within each of these offices. We also have an international office located in Dubai.

Our employment team includes 10 partners, four of whom are ranked as Leading Individuals (Chambers & Partners 2016) who are supported by a growing team.

For further information on our employment service please contact Victoria Garrad, Partner on 0121 234 0040 or visit [www.gateleyplc.com](http://www.gateleyplc.com).



### Penna Plc

Penna is a global people management business with an exceptional track record in the HR services industry. We help over 2000 organisations in more than 70 countries with their most important resource: People.

Our professional experience and expertise spans across three areas of organisational life where people have the power to make a difference to performance.

- Recruiting the right talent for an organisation
- Developing people to fulfil their potential
- Managing career transitions when staff move on or change career direction.

The depth and breadth of our expertise and experience in each of these areas comes together to provide bespoke solutions for clients' individual needs, whether that's end-to-end solutions or support with a specific area in the employee life cycle.

For Penna, it isn't just about results. It's about how those results are achieved. We carry out our business with a personal touch that allows our clients to trust us. This fosters an environment where talent can grow, contribute and succeed, so that when you think people, you think Penna.

# Timetable of Events 2016

## SPRING 2016 - Employment Law Update

Date	Location
Wednesday 24 February	Birmingham
Tuesday 1 March	Bristol
Wednesday 2 March	Nottingham
Thursday 3 March	Manchester
Tuesday 8 March	Edinburgh
Wednesday 9 March	Leicester
Wednesday 9 March	London
Tuesday 15 March	Leeds
Wednesday 16 March	Maidenhead
Thursday 17 March	Glasgow

## SUMMER 2016 - Settlement Agreement Masterclass

Date	Location
Tuesday 7 June	Birmingham
Wednesday 8 June	Edinburgh
Thursday 9 June	Leicester
Wednesday 15 June	London
Thursday 16 June	Nottingham
Tuesday 21 June	Manchester

## AUTUMN 2016 - Employment Law Update

Date	Location
Thursday 1 September	Birmingham
Wednesday 7 September	Manchester
Thursday 8 September	Leicester
Tuesday 13 September	Nottingham
Wednesday 14 September	Edinburgh
Thursday 15 September	Maidenhead
Tuesday 20 September	Leeds
Wednesday 21 September	London
Thursday 22 September	Bristol

## WINTER 2016 - TUPE Untangled

Date	Location
Wednesday 26 October	Birmingham
Tuesday 1 November	Nottingham
Wednesday 2 November	Manchester
Thursday 3 November	London
Tuesday 8 November	Edinburgh
Thursday 10 November	Leicester



# Booking Information

## Delegate information

### Delegate 1

Title:	_____
First name:	_____
Last name:	_____
Position:	_____
Company:	_____
Address:	_____
_____	_____
Postcode:	_____
Tel:	_____
Email:	_____
Course:	_____
Date:	_____
Location:	_____

### Delegate 2

Title:	_____
First name:	_____
Last name:	_____
Position:	_____
Company:	_____
Address:	_____
_____	_____
Postcode:	_____
Tel:	_____
Email:	_____
Course:	_____
Date:	_____
Location:	_____

### Delegate 3

Title:	_____
First name:	_____
Last name:	_____
Position:	_____
Company:	_____
Address:	_____
_____	_____
Postcode:	_____
Tel:	_____
Email:	_____
Course:	_____
Date:	_____
Location:	_____

## Notes

### 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

## How to book

**Post:** please send this booking form or a photocopy together with your cheque or purchase order no to:

Lynn Jolly  
Gateley Plc  
One Eleven  
Edmund Street  
Birmingham B3 2HJ

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

**DX:** 13033 Birmingham 1

### Phone enquiries/credit card bookings:

Call 0845 217 1762 and ask for HRXchange bookings

## Fees

£30 inclusive of VAT per delegate.

## Payment method

**1**  Cheque - make cheques payable to HRXchange

Enclosed is my cheque for \_\_\_\_\_

**2** Invoice

My purchase order number is (if applicable) \_\_\_\_\_

**3** Credit card (Please tick one) Switch Start Date Issue No.

Card Number

\_\_\_\_\_

Expiry date Security code

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Account name \_\_\_\_\_

Cardholder's address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**4**  Bank transfer

I wish to pay by bankers transfer and will also send a copy of this form to  
**Lynn Jolly** at:

**One Eleven, Edmund Street, Birmingham B3 2HJ**

**Account:** Gateley Plc re HRXchange  
**Sort Code:** 40-11-04

**Account No:** 01629786  
**Bank:** HSBC Bank

database. 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, timing 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.*

# HRXchange

By • Gateley Plc

## How to contact us

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**T** 0845 217 1762  
**F** 0845 219 0433  
**E** [hrxtraining@gateleyplc.com](mailto:hrxtraining@gateleyplc.com)  
**W** [www.hrxchange.co.uk](http://www.hrxchange.co.uk)

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B3 2HJ

**DX** I3033 Birmingham I

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**Where HR  
professionals engage**

[www.hrxchange.co.uk](http://www.hrxchange.co.uk)

