

Managing People

HR and Employment Law Solutions for the Voluntary Sector

ANNUAL CONFERENCE
WEDNESDAY 7th OCTOBER 2009
The Royal Society of Medicine, London



- A wide range of practical workshops for senior managers and anyone who deals with HR issues
- Addressing essential management issues and providing tips for tackling challenges in the current climate
- Updates on key changes in employment law, discrimination and flexible working

Excellent value for money, great handouts and first class speakers

Claire Stone, Business Manager, The Matthew Project

Jointly organised by:

DIRECTORY OF SOCIAL CHANGE
INFORMATION AND TRAINING FOR THE VOLUNTARY SECTOR



Bates Wells and Braithwaite Solicitors

Sponsor:  prospectus

Sector Media Partner:

charitytimes
BEST CHARITY FOR NON-PROFIT MANAGEMENT

HR & Employment Law Conference

7 OCTOBER 2009



The BWB team

Speakers List

Debra Allcock Tyler (DSC)
William Garnett (BWB)
Martin Bunch (BWB)
Lucy McLynn (BWB)
Philip Trott (BWB)
Paul Seath (BWB)
Kathryn Lloyd (BWB)
Louise McCartney (BWB)
Sarah Bull (BWB)
Joy Andrews (BWB)
John Curran (BWB)
Victoria Cook (BWB)
Maria Aguilar (HR Service Partnership)
David Gold (Prospectus)
Steven Fine (Prospectus)
Ivan Walker (Walkers)



Venue: The Royal Society of Medicine,
1 Wimpole Street, London W1G 0AE



“Employment law provides a vital framework for the most important asset in any organisation - its staff. Realising the true benefit of this valuable resource requires thoughtful induction and exceptional development planning. We are delighted to support this key HR event”.

David Gold, CEO, Prospectus

Book your place using the form overleaf or online at

www.dsc.org.uk/hr

HR & Employment Law Conference

Click here to book your place



BOOK NOW

www.dsc.org.uk/hr

9.30 Registration

10.00 Welcome & Introduction:

Debra Allcock Tyler, Chief Executive, Directory of Social Change
David Gold, Chief Executive, Prospectus

10.10 Employment Law Update:

Key Issues for the Sector: William Garnett,
Head of Employment, Bates Wells & Braithwaite

11.20 Refreshments & Networking

11.40 Workshop: Choose 1 of 4

A Reducing staff costs in difficult times

- Recruitment Advertising- Make the most of recruitment advertising and reduce your costs
- Reducing hours, allowances, changing work patterns, career breaks, secondments
- Varying terms and conditions
- Restructures and redundancies

Speakers: Paul Seath, Joy Andrews (BWB) and Steven Fine (Prospectus)

B Engaging consultants, tax and status

- Employed/self employed status for tax purposes – explanation of rules and debunking of HMRC myths and legends
- Agency workers, casuals and home workers
- Use and abuse of consultants

Speakers: Bill Lewis and Sarah Bull (BWB)

C Managing disciplinaries, dismissals and grievances and the new ACAS Code

- Managing staff before the disciplinary process
- Following the procedure (including warnings)
- Handling sick and absent employees
- Dismissing fairly and avoiding the bear traps

Speakers: Kathryn Lloyd and John Curran (BWB)

D Dealing with disability issues

- What is a “reasonable adjustment”
- When are employer’s obligations triggered?
- Disability-related discrimination - where are we now?

Speakers: Lucy McLynn and Victoria Cook (BWB)

12.45 Lunch & Networking

2.00 Workshop: Choose 1 of 4

E Managing disciplinarys, dismissals and grievances and the new ACAS Code

- Managing staff before the disciplinary process
- Following the procedure (including warnings)
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Speakers: Kathryn Lloyd and John Curran (BWB)

F Amending and closing pension schemes

- What are employees' contractual rights to pension?
- When can an employer amend contribution rates (defined benefit and defined contribution)?
- What happens on closure to new members?
- Avoiding s.75 debts

Speaker: Ivan Walker (Walkers)
Chair: Lucy McLynn (BWB)

G Outsourcing and TUPE

- Practical issues and latest cases arising on outsourcing:
- Who transfers?
- Practical tips prior to transfer
- Employee liability information
- Transfers with more than one transferee
- Dealing with Local Authority contracts, pension issues, harmonising terms and conditions

Speakers: Martin Bunch and Louise McCartney (BWB)

H Managing religious belief in the workplace

- Practical guidance on this difficult area including:
- Management of individuals rights and potential conflicting rights
- Potential discrimination in the workplace
- Clothing, uniform and religious symbols
- Religious holidays
- Food and drink

Speaker: William Garnett (BWB)

3.15 Refreshments & Networking

3.30 Workshop: Choose 1 of 4

I Reducing staff costs in difficult times

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- Reducing hours, allowances, changing work patterns, career breaks, secondments
- Varying terms and conditions
- Restructures and redundancies

Speakers: Paul Seath, Joy Andrews (BWB) and Steven Fine (Prospectus)

J Managing Employment Tribunal Claims

- Advice on key steps and identifying strategies
- Managing disclosure
- Preparing witnesses for giving evidence

Speaker: Lucy McLynn (BWB)

K Creating a "built-to-change" organisation

- How to survive a recession and emerge stronger
- Responding to changes in funding and client demand
- How to create the right change ready culture

Speaker: Maria Aguilar (HR Services Partnership)

L Immigration law for Employers - the Points Based System - an Update

- Do you need to get a licence at all?
- The licence framework and practical tips for getting one.
- The role of the employer with a licence.

Speaker: Philip Trott (BWB)

4.45 Survivors question and answer session

About the Organisers

The Directory of Social Change (DSC) is a national charity and the largest provider of information and training to the UK voluntary and community sectors.

DSC helps tens of thousands of charities each year with training and publications on fundraising, personal development, organisational development, management and leadership, communications, finance and law.

DSC hosts a number of specialised charity conferences throughout the year; the annual Charityfair; and over 300 practical training courses, including the Fundraising Programme run in partnership with the Institute of Fundraising.

A number of fundraising websites are hosted by DSC including **Trustfunding.org.uk** and **companygiving.org.uk**.

Our independent status means our comment and in-depth research is much sought after, with our views and data respected throughout the sector, the media and government.

For full details of our activities visit **www.dsc.org.uk** or call **08450 77 77 07**.

Bates Wells & Braithwaite (BWB) is recognised as being one of the leading charity and social enterprise law practices in England. Based in the City, the firm acts for a wide range of charitable, voluntary and social enterprise organisations and advises on employment law, charity and social enterprise law, property, litigation, intellectual property and commercial matters. The employment team is involved extensively in lecturing and writing. The firm also has a strong reputation in the fields of judicial review and immigration law.

For full details visit **www.bwbllp.com** or call **020 7551 7777**.

DSC and BWB also publish a number of books together on charity law, including *The Fundraiser's Guide to the Law, Charitable Status – A Practical Handbook* and *Data Protection*.

Booking Information

Data Protection

DSC will use the information you provide on your booking form, and additional information you may provide in the future, for administrating our conferences. We will not disclose this information to any other person or organisation, except in connection with the above purpose. All conference delegates are provided with a list of their co-delegates' names and organisations, but no further details.

Making the Booking

Please note **we do not accept telephone bookings**. Please photocopy the booking form, complete it and forward it to us. On its receipt, your place is confirmed (subject to availability). Many of our events do fill well in advance. We will send you a confirmation letter, which will include details of the venue and a special needs form. Use the form to inform us of any special needs you may have as far in advance of the event as possible. **Please inform us if you have not received confirmation within three weeks of submitting your booking form.**

Cancellation Policy

Whether payment has been received or not you will be liable for the whole fee unless we receive **written notification 21 days before the event**. If we receive written notification, 10% of the conference price will be charged as an administration fee. **Verbal cancellations will not be accepted**, but you may delegate a colleague to attend in your place rather than forfeit the full event fee. No refunds will be made for bookings cancelled less than 21 days before the event, or for non-attendance on the day, except in exceptional circumstances and then only at the discretion of the Customer Services Manager. In such circumstances write to the Customer Services Manager, giving full details of why you were unable to attend, enclosing any supporting documentation, such as a doctor's note.

Requests for refunds must be sent within two weeks of the event date; no refunds will be made after that time.

