

 Burness Paull



E3: Essential Elements of Employment

Training Programme 2020

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How to manage a disciplinary process



Everything that HR professionals and managers need to know to effectively and fairly manage a disciplinary process.

You will be taken through a disciplinary matter from start to finish, including consideration of the initial allegations all the way through to handling the appeal.

The paperwork relating to the disciplinary matter will be analysed to help you feel confident to produce necessary paperwork, such as investigation reports and disciplinary outcome letters.

We will also consider how to deal with common problems that can arise in the course of a disciplinary procedure.

Target audience: HR, in-house legal and people managers

Click a date to book your place: [Glasgow office - Thursday 5 March](#)
[Edinburgh office - Wednesday 11 March](#)
[Aberdeen office - Thursday 5 March](#)

All sessions will run 09:30 - 12:30.

Mock employment tribunal

This year's Mock ET sees a current employee raise a claim for unlawful discrimination arising out of her disability, which is often a tricky topic for employers to grapple with.

Taking up his usual role of fighting the case for the claimant is David Burnside, a highly renowned employment lawyer and former consultant at the firm. In the opposite corner, representing the respondent, will be an experienced litigator from our employment team.

Adjudicating over the case will be an Employment Tribunal panel, comprising an Employment Judge and two senior HR professionals. The panel will consider the evidence and deliver the judgment on the day. The case is genuinely not predecided.

Will you be able to correctly predict the outcome?

Topic

The claimant, Ms Jennifer Brown is disabled. Ms Brown believes that her employer, the respondent, has discriminated against her because of her disability. For a number of months, Ms Brown's working time was adjusted to help to alleviate the adverse effects of her disability. Recently, the respondent has required Ms Brown to work infrequently outside of those agreed adjustments leading to a decline in Ms Brown's health. Ms Brown argues that she has suffered a detriment as a result of the respondent's action. The claimant has therefore brought a discrimination claim which will require to be determined by the Tribunal.

Who should attend?

This is a must attend event for line managers at any level who are involved in taking employment decisions relating to absence management, reasonable adjustments, performance, conduct and redundancy processes, etc. It provides a unique insight into what it's truly like to give evidence at a Tribunal and how management decisions, and the way they are taken, can result in claims.

This event is also invaluable for HR professionals. If you are an HR professional receiving this invite, we ask you to ensure that this is passed on to all of your management teams.

Click a date to

book your place: [Edinburgh - Thursday 19 March, 9am - 3pm, Traverse Theatre, 10 Cambridge Street, Edinburgh, EH1 2ED](#)

[Aberdeen - Wednesday 25 March, 9am - 3pm, Marcliffe Hotel, North Deeside Road, Pitfodels, Aberdeen, AB15 9YA](#)

Cost:

Delegate rates are £125 + VAT pp

Discounts:

25% group discount for 5 - 9 attendees = £93.75 + VAT pp

50% group discount for 10+ attendees = £62.50 + VAT pp

How to manage absence and performance

The first part of the session will arm you with the self-assurance to effectively manage both short-term and long-term absence.

The law of disability discrimination and the duty to make reasonable adjustments will be explored so that you know how to avoid the common pitfalls associated with disability discrimination and absence management.

Effective engagement with medical practitioners will also be examined so that you understand how to obtain the right medical information required to manage absence issues efficiently.

The second half of the session will provide you with the toolkit required to effectively and fairly performance manage employees.

Practical tricky issues will also be considered, including whether it is fair to dismiss for single acts of incompetence and dealing with employees who lapse after initial improvement.

Target audience: HR, in-house legal and people managers

Click a date to book your place: [Glasgow office - Wednesday 6 May](#)
[Edinburgh office - Tuesday 5 May](#)
[Aberdeen office - Thursday 14 May](#)

All sessions will run 09:30 - 12:30.

A practical guide to TUPE

This session will provide you with a comprehensive and practical introduction to the TUPE regulations.

It will cover when TUPE applies, to whom it applies, the duty to inform and consult and provide employee liability information and the other protections TUPE confers, as well as how to contractually mitigate risks posed by TUPE and otherwise deal with its practical implications.

Target audience: HR, in-house legal, exec team and procurement professionals

Click a date to book your place: [Glasgow office - Thursday 21 May](#)
[Edinburgh office - Thursday 14 May](#)
[Aberdeen office - Wednesday 6 May](#)

All sessions will run 09:30 - 12:30.

How to manage grievances and breakdowns in a working relationship

This session will consider the implied term of mutual trust and confidence which is at the heart of every employment relationship, as well as how to effectively deal with employee grievances, follow a legally robust grievance process and deal with the common issues that can arise in the course of grievance proceedings.

Target audience: HR, in-house legal and people managers

Click a date to book your place: [Glasgow office - Thursday 18 June](#)
[Edinburgh office - Tuesday 2 June](#)
[Aberdeen office - Wednesday 3 June](#)

All sessions will run 09:30 - 12:30.

A guide to diversity & inclusion in the workplace

A sound knowledge of the key concepts of equality law is critical for HR, in-house legal and people managers.

This session will cover sub-conscious bias, the protected characteristics, different types of discrimination and how best to limit the risks of discrimination claims in an organisation.

It will also cover “family friendly” rights.

Target audience: HR, in-house legal and people managers

Click a date to book your place: [Glasgow office - Thursday 3 September](#)
[Edinburgh office - Tuesday 1 September](#)
[Aberdeen office - Wednesday 23 September](#)

All sessions will run 09:30 - 12:30.

A guide to mediation for workplace disputes

Following the abolition by the Supreme Court of Employment Tribunal fees, claims have steadily been on the rise.

In the modern world of work, some people spend more time with their work colleagues than they do with their loved ones. When a relationship breaks down at work, its consequences can be debilitating and stressful for employee and employer alike.

A traditional adversarial “principle-based” claims culture is not best-placed to resolve such disputes, and mediation is often the best alternative.

In this interactive session, employment law specialist and trained mediator David Morgan will bring to life the mediation process in the context of workplace disputes.

Target audience: HR, in-house legal and people managers

Click a date to book your place: [Glasgow office – Thursday 17 September](#)
[Edinburgh office – Tuesday 15 September](#)
[Aberdeen office – Tuesday 1 September](#)

All sessions will run 09:30 - 12:30.

A guide to UK immigration & visas

This session will look at the current immigration system for employees and consider the compliance aspects of recruiting and retaining sponsored employees.

There will be a focus on ‘right to work’ checks to ensure you have a better understanding of the rules and common immigration and visa compliance issues.

The session will also look at forthcoming changes to the immigration rules and help employers to think about how they will attract and retain international talent and skills as the visa rules change and broaden.

Target audience: HR, in-house legal and executive team

Click a date to book your place: [Glasgow office – Tuesday 6 October](#)
[Edinburgh office – Wednesday 7 October](#)
[Aberdeen office – Thursday 1 October](#)

All sessions will run 09:30 - 12:30.

Pricing & how to book

All sessions cost £279.00 + VAT, with the exception of the mock Employment Tribunal which is priced at £125 + VAT. Group booking discounts are only available for the mock Employment Tribunal.

Places are limited for all events. To book your place, please use the links in this brochure or visit our website and select the session you would like to attend, you will then be directed to the Eventbrite page for that event.

Full payment will be taken at the time of booking, you will receive confirmation of your place(s) from Eventbrite following payment.

Please note that refunds will only be given if your place is cancelled more than eight days before the event. We are unable to process refunds if cancelled within seven days.

If you have any questions, please contact our events team:
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