

MANAGING THE EMPLOYEE LIFELINE Employment law training for managers and leaders

Provided by Tiggy Clifford & Emma Whiting, both Partners and highly-experienced employment law solicitors at Torque Law LLP

Session 1

Recruitment

- shortlisting
- interviewing and vetting
- paperwork
- social media in recruitment

Performance management

- benefits of performance management in flushing out other issues
- establishing required standards and setting targets
- informal and formal procedures
- acting promptly
- record keeping
- impact on redundancy procedures

Absence management

- encouraging good attendance
- managing absence consistently - short term and long term absences
- managing the return to work
- using medical reports
- considering reasonable adjustments
- maintaining confidentiality

Session 2

Discrimination under the Equality Act 2010

- protected characteristics
- types of discrimination
- defences and justification for discrimination
- protection for non-employees
- liabilities for employers and employees

Harassment and bullying

- harassment claims under the Equality Act
- other allegations of bullying
- potential civil and criminal claims and compensation

Grievances and disciplinaries

- informal and formal procedures
- ACAS code of practice and company procedures
- Investigations, hearings and appeals
- Making objective decisions
- The right to be accompanied
- Keeping records

Session 3

Ending the employment relationship

- Avoiding Employment Tribunal claims
- Protected and "without prejudice" conversations
- Settlement agreements

Documents

- Duty to disclose documents in the Employment Tribunal - should you really press send on that email?
- Consequences of non-disclosure
- Data protection obligations
- Keeping a paper trail

Employment Tribunals

- Types of claim - unfair, wrongful and constructive dismissal; discrimination; family friendly; unlawful deductions from wages
- Liabilities for companies and individuals
- Remedies - compensation; re-instatement or re-engagement; declarations and recommendations
- Fees and costs

Sessions

All sessions to be structured to include worked through case study examples with ample opportunity for discussion and questions. Content can be tailored to employer policies and procedures. Sessions can be split into 3 half day events, or to suit employer.

Option of completion assignments, e.g. sample letters or documents to be drafted by delegates or multiple choice questionnaire with certificate of completion.

Client Feedback

Tracy Perrin, Finance Director at Lithos Consulting said: *"We asked Torque Law to run 'Managing the Employee Lifeline' for our senior management team. The three sessions were relevant, interactive, thought provoking and extremely useful in highlighting potential HR pitfalls. Essential for anyone line managing staff or running a business."*