



legal-island



September/October 2009 Events

Highlights include:

Equality Law Update for Experienced Practitioners
Updated Essential Equality, Employment & Dismissals courses
Effective Records Management: How to avoid PR & financial disasters
and much more

Details of all our September/October 2009 courses are inside and online at www.legal-island.com

In association with

Belfast
Telegraph

and



Essential Law & Essential CPD Hours this autumn from Legal-Island



There has never been a greater need for Northern Ireland's employment solicitors and HR professionals to stay up to date with NI employment laws. The economic downturn means that some claims could close businesses down. Devolution has created a greater divergence between NI and GB employment laws than ever before.

Differences include:

- Retention of the 123 dispute resolution procedures, with a separate consultation process under way
- An extension of flexible working rights in GB; currently under consultation in NI
- A single equality bill for GB, with calls for an equivalent to be introduced in NI
- Major developments in public sector equality schemes and Section 75 guidance in NI
- Important case law developments in both jurisdictions that will impact differently

This autumn's highlights from Legal-Island include:

- Our exclusive NI equality law update for experienced practitioners and HR professionals
- A practical guide to Section 75 developments & responsibilities
- Practical lessons in keeping data safe to avoid financial penalties & PR disasters
- Essential introductions to NI equality and main employment laws
- Detailed courses on dismissal, disciplinary matters and investigations

Remember: Book online and save 10% on standard brochure prices
www.legal-island.com

Here are some of the organisations we will be working with in our featured events:



ARTHUR COX





Equality Law in Northern Ireland Update 2009



Why this event?

Equality Law is ever-changing, from the introduction of new jurisdictions, such as age discrimination, to major cases that impact right across Europe and affect every employer. Employment law practitioners, other representatives at tribunals and senior HR professionals have to keep up-to-date with developments in this area if they are to defend or pursue cases successfully. They need to know what has changed in order to give the latest, practical and correct advice.

What will I get out of it?

Speakers have been asked to concentrate on important case law and useful arguments; the ratio and how these decisions impact on existing law. We bring together some of the most experienced and respected equality lawyers in Northern Ireland to give you a comprehensive overview, with detailed notes, of all of the major changes to have occurred in the year prior to this event.

Session/Time	Session Title and Facilitator/Speaker
9.30	Northern Ireland Case Law: We have our own tribunals, our own appeal Court, our own legislation, our own judiciary – we review the NI equality case law practitioners need to know about. Maxine Orr , Worthingtons
10.15	Discrimination Law and Selection for Redundancy: Most employers have abandoned last in first out as a redundancy selection criterion in favour of a performance matrix of some kind. But performance appraisal can be subjective and discriminatory. Importantly, what is the impact of the DDA and maternity rights on criteria such as absence and/or reliability? We analyse the relevant case law and best practice. Adam Brett , L'Estrange Brett
11.00	Networking and Refreshments
11.15	Implications of the GB Equality Bill for NI Employment Law: April 2009 saw the publication of the GB Equality Bill that will draw together the various strands of equality legislation into one Act. What common themes arise, what devil is in the detail and, more importantly, what are the likely implications for NI practitioners and HR professionals? Michael Black , Cleaver Fulton Rankin
12.15	Oh, My Lords: GB case law impacts in Northern Ireland; usually persuasively, sometimes directly. We analyse the most important recent cases and detail lessons learned by the respondents' solicitor from taking two discrimination cases: the NI political discrimination case of <i>McConkey & Marks v The Simon Community NI</i> and the DDA case of <i>SCA Packaging v Boyle</i> , to the House of Lords. Rosemary Connolly , Rosemary Connolly Solicitors
1.00	Networking and Lunch
2.00	Expertly put: In many bullying, harassment, ill health dismissal and disability cases, the deciding factor is the evidence given by the expert medical witness . What is their role in mental ill health or psychiatric illness claims and how might they help practitioners and employers develop their case? We explore the role and value of an expert medical witness within tribunals and other employment-related actions. Dr John Sharkey , Consultant Psychiatrist
2.45	A practical approach to the Revised Equality Scheme Guidance issued by the Equality Commission: This year will see new guidelines by the Equality Commission for Northern Ireland to move the equality agenda forward. We aim to keep you up to date with the new guidelines and assist you in addressing the practical measures your organisation needs to make to meet these new guidelines. Stella Gilmartin , Gilmartin Consulting
3.30	Networking and Refreshments
3.45 - 4.30	Is that Really Necessary? We present a round-up of the remaining important recent cases, trends and likely developments in the equality field to expect in 2010 and beyond. Sinead Mulhern , Equality Trainer

Who is it for?

This course is designed with **experienced** employment law practitioners and HR professionals in mind. **NOTE:** Speakers on this course are asked to assume that delegates have a reasonably sound knowledge of equality law. This event is not suitable for beginners in this field.

"Once again an excellent event – met all my objectives."

Tess O'Neill

Senior HR Manager, Bryson Charitable Group

September 2008

Cost Code: SILVER

Date & Duration: 17 Sept, 9.30am-4.30pm

Location: Holiday Inn, Ormeau Avenue, Belfast

More Equality Law Essentials from Legal-Island



Essentials of Equality Law

Why this event?

Equality is the most complex (and the most costly) area of employment law. If you want to do your job right you need to know it. This course makes equality law **intelligible** and **manageable**.

What will I get out of it?

An understanding of how the different equality strands are made up and what the common issues are. You will be able to identify the really important issues and will be able to apply your new knowledge through exercises.

Course overview/outline programme

- Background and Legislation
- Common Themes and Concepts
- Spotting the Differences
- Awards and Keynote Cases
- Getting Your House in Order

The course will include:

- 3 group Q&A sessions
- A quiz
- An exercise
- A case study to reinforce learning

Who is it for?

HR staff and other managers who want to know more about equality law, as well as solicitors looking to move into this field.

Date & Duration: 8 Oct, 9.30am-4.30pm

Cost Code: **SILVER**

Location: Comfort Hotel, J1, Antrim

Trainers & Speakers:

Sinead Mulhern, Equality Trainer

Barry Fitzpatrick, Deputy Director NI Council for Ethnic Minorities

"The way the event & all Legal-Island events have been run are always of the highest standard."

Karen Hughes,

CO, NI Legal Services Commission

March 2009

"[I liked best] the case studies that were used to back up the presentation. I found the course notes easier to understand when you have case studies to compare them to."

Leann Wallace,

Administrator, Waterways Ireland

March 2009



Public Sector Training: Section 75 - Guiding you through the New Equality Agenda

Why this event?

The Equality Commission for Northern Ireland plans to release guidance on the new procedures for Section 75 in the autumn 2009. We anticipate that the new guidelines will be very different from the previous guidelines. There is likely to be greater emphasis on corporate planning cycles, monitoring, reviews and action plans.

What will I get out of it?

You will get an opportunity to gain insight into the new guidelines being proposed by the Equality Commission. The participants will be able to compare and contrast the new duties against the old format and to discuss the impact of the changes on your organisation. A Q&A session will allow you to air all your equality issues.

Course overview/outline programme

- **Section 75:** This session will provide an overview on the new Section 75 guidance produced by the Equality Commission.
- **Equality Schemes and Reviews:** An easy to understand step by step guide through the new Equality agenda - what will it mean to you?
- **Equality Action Plans:** This session will take a look at the new requirement to produce Equality Plans.
- **Equality Audits:** This session will take a look at the new requirement to produce Equality Audits.
- **Monitoring** - Effective Monitoring is likely to be the new equality buzz word. This session will explore the monitoring guidance and how to use it effectively.
- **Consultation Methods:** Top tips on effective equality consultation methods.
- **Equality And Corporate Planning Cycles:** This session will address the need to place Equality at the heart of the corporate cycle.

Who is it for?

Human Resource professionals, solicitors and policy makers who work in or advise the public sector and want to get up to speed with the Equality agenda.

Date & Duration: 14 Oct, 9.30am-4.30pm

Cost Code: **BROWN**

Location: Holiday Inn, Ormeau Avenue, Belfast

Trainers & Speakers:

Stella Gilmartin, Equality Specialist, Gilmartin Consulting. Stella Gilmartin, Director Gilmartin Consulting, is an equality and diversity specialist in Northern Ireland. She has over 15 years experience in working with managers and staff on equality and diversity issues in Local Government and the Voluntary and Community sectors. She has particular expertise in cultural awareness, gender development, work life balance and disability issues.

Employment Law Essentials from Legal-Island



Essentials of Employment Law

All notes fully updated for 2009

Why this event?

How often have managers heard the phrase, "I know my rights?" Every one of us is governed by myriad employment rights and obligations. This best selling course sets out the important ones in easy to understand sections and explains how the law of contract binds these rights and obligations together.

What will I get out of it?

A comprehensive overview (and equally comprehensive notes) on the main employment laws that apply in Northern Ireland, such as family-friendly rights, holiday entitlement, discrimination and dismissal law, and employment protection rights. Understanding will be reinforced through group exercises.

Course overview/outline programme

- Sources of Modern Employment Law
- Finding Help with Employment Problems
- Commencement of Employment
- Duration of Employment
- Equality & Discrimination Issues (Parts 1-3)
- Disciplinary & Grievance Issues
- Terminating the Employment

Who is it for?

HR staff or other managers who want to know more about employment law, as well as solicitors looking to move into this field.

Date & Duration: 16 Sept, 9.30am-4.30pm

Cost Code: **SILVER**

Location: Holiday Inn, Belfast

Trainers & Speakers:

Pat Maxwell, University of Ulster

Jenine McCourt, Rosemary Connolly Solicitors

Rebecca McCourt, PwC

"The event was very relevant to my role and the notes attached are excellent references for the future."

Cynthia Crutchley

Senior HR Manager, Belfast HSC Trust

March 2009

"Had exercises at the end of each session - gets you thinking"

Jennifer Grogan

HR Executive, Irish League of Credit Unions

March 2009



Dismissal & Disciplinary Matters

All notes fully updated for 2009

Why this event?

Nobody should like doing it, but dismissal is a part of working life. Managers and lawyers who get the process wrong create problems and costs. And we still operate statutory procedures in Northern Ireland.

What will I get out of it?

This course combines a comprehensive overview of dismissal law and notes for future reference with practical advice and exercises on discipline at work. Template letters and other materials compliant with the statutory dismissal procedures are used on this course.

Course overview/outline programme

The morning sessions concentrate on unfair dismissal law and the afternoon focuses on practical advice on dealing with disciplinary matters:

- **Introduction and Preliminary Issues**
The Law Relating to Unfair Dismissal – Introduction and Eligibility Criteria
Automatically Fair/Unfair Dismissal
- **Substantive Issues**
The Six Potentially Fair Reasons for Dismissal
Fairness in all the Circumstances
- **Focus on Redundancy Dismissals**
- **Deciding Fairness**
- **Awards of Compensation**
What to expect if you win or lose the case
- **Disciplinary Investigations**
Practical tips on gathering and analysing evidence
- **Dismissal and Disciplinary Procedures**
General Points Regarding Disciplinary Procedures
- **Putting the Procedures into Practice**
How to draft letters, deal with inter-related grievances and stay within the law
- **Exercises**
Dealing with difficult issues such as employees who go sick, refuse to give evidence/statements and inconsistencies of treatment

Who is it for?

Anyone who has responsibility for carrying out or advising on disciplinary or dismissal processes.

Date & Duration: 16 Sept, 9.30am-4.30pm

Cost Code: **SILVER**

Location: Holiday Inn, Belfast

Trainers & Speakers:

Scott Alexander, Legal-Island

Lorraine Toolan, EEF

Data Protection Laws



Effective Records Management - How to avoid PR and financial disasters

Why this event?

Every week seems to bring news of another public body or financial institution that has lost the personal data held on its customers. Losing data costs these negligent organisations vast sums of money, huge amounts of time and massive loss to their reputation. However, keeping data safely is relatively simple and cheap, so there is no need to incur these costs.

What will I get out of it?

This **all new course** has been designed by data information experts to provide you with easy to understand templates and advice to help you keep data safely and securely.

Course overview/outline programme

Sessions include:

- Records management: Why it is so important
- Creating and maintaining a system
- Applying the internal policy
- Applying the external policy
- Moving and storing information externally
- Keeping it current and finding what you are looking for
- Where are we travelling to on the information highway?

Who is it for?

Any manager or data operative responsible for personal or sensitive data and keeping it safe and secure.

Date & Duration: 30 Sept, 9.30am-4.30pm

Cost Code: **BROWN**

Location: Holiday Inn, Ormeau Avenue, Belfast

Trainers & Speakers:

Marie Anderson is a solicitor who until recently was in private practice specialising in Information law. Formerly the Assistant Information Commissioner (NI), Marie is now the Deputy Ombudsman for Northern Ireland (although she is not representing either organisation at this event).

David Huddleston has been employed by the Public Record Office of Northern Ireland as a curatorial officer since 1995. He has worked in the following areas: Acquisition, Records Management and Access to Information. David is currently the head of the Records Management, Cataloguing and Access Team. David recently completed the postgraduate certificate in Information Rights and Practice from the University of Northumbria.

Company Law



Training for Company Directors: Director's Duties & Company Law Update

Why this event?

The Companies Act 2006 was the largest Act ever enacted and it has not had an easy passage on its way to the statute books. Company directors have responsibilities under the Act.

What will I get out of it?

This event explains the duties and liabilities of the directors of a limited company in Northern Ireland. It will examine the new statutory duties of directors under the Companies Act 2006 and give general guidance on boardroom practice.

Course overview/outline programme

The first half of this seminar looks at the last provisions to be enacted:

- General introductory provisions
- Company formation
- Company constitution
- Company capacity
- Company name
- Registered office
- Re-registration
- Share capital
- Acquisition of own shares
- Annual return
- Charges
- Dissolution and
- Restoration to register.

The second half looks at issues such as:

- What is a director?
- Appointment and removal
- Statutory duties of directors
- Directors' dealings with companies
- Directors' liabilities/insurance/indemnities

Who is it for?

Company directors and solicitors who have to advise on the workings of the Companies Act and directors' duties.

Date & Duration: 29 Sept, 9.30am-1.00pm

Cost Code: **YELLOW**

Location: Holiday Inn, Ormeau Avenue, Belfast

Trainers & Speakers:

Kerry Canavan and Anne Gilroy, Arthur Cox Solicitors

In Association with

Training Workshops this Autumn



Training for Finance Staff:

Telegraph

From only £212.40 + VAT

Improving the effectiveness of your Credit Control in a Tough Business Climate

Why this event?

Now more than ever effective credit control is essential to preserve good cash flow and to recover debts before they have to be written off. Prevention is a lot more effective than cure in the current economic climate.

Date & Duration: 17 Sept, 9.30am-4.30pm **Location:** Holiday Inn, Ormeau Avenue, Belfast **Trainers:** Debt Control



Public Sector Training:

From only £106.60 + VAT

Criterion Based Interview Skills – For Candidates

Why this event?

We believe there are many gifted and able job applicants who fail to get appointed because they lack knowledge of the recruitment process and what it is that an appointments panel is looking for within a competency based structure.

Date & Duration: 7 Oct, 9.30am-4.30pm **Location:** Corrs Corner, Newtownabbey **Trainers:** ThinkPeople



Public Sector Training:

From only £212.40 + VAT

Criterion Based Interview Skills – For Interviewers

Why this event?

Criterion based interviews are used throughout the public sector. They involve a logical process to assess whether candidates have used the skills required to carry out particular jobs. Every panel member must acquire criterion based interview skills.

Date & Duration: 7 Oct, 9.30am-4.30pm **Location:** Corrs Corner, Newtownabbey **Trainers:** ThinkPeople



HR Masterclass Workshop:

From only £212.40 + VAT

Delivering Professional Workplace Investigations

Why this event?

Poor investigation skills lead to poor decisions and outcomes. This is a highly interactive programme that includes trainer-led input, practical exercises, role plays, group discussions and case studies to equip you in delivering professionally competent workplace investigations.

Date & Duration: 7 Oct, 9.30am-4.30pm **Location:** Corrs Corner, Newtownabbey **Trainers:** Charis Consultancy Services



Refresh Revise Excel:

From only £212.40 + VAT

Practical Project Management

Why this event?

Many projects fail. Managers are constantly striving to overcome this. Yet, no matter how hardworking they are, implementation dates are put back and budgets exceeded. By working through relevant, practical scenarios and the use of proven techniques, this event will provide delegates with an understanding of how their projects should be set up and monitored so that stated objectives may be achieved.

Date & Duration: 14 Oct, 9.30am-4.30pm **Location:** Holiday Inn, Ormeau Avenue, Belfast **Trainers:** Parity



Presentation Skills:

From only £106.60 + VAT

Top Tips for Short Presentations

Why this event?

The ability to give a presentation outside your organisation is a crucially important communication skill for many people. But it is one that few ever master. This seminar draws on years of experience at Legal-Island of presentation techniques and advises on what works best when presenting at a seminar or conference.

Date & Duration: 17 Sept, 9.30am-1.00pm **Location:** Holiday Inn, Ormeau Avenue, Belfast **Trainers:** Legal-Island

All prices quoted are our lowest online rate for small organisations or registered charities.

Registration Information

Please complete this form clearly in BLOCK CAPITALS

(Please photocopy this form if booking for more than one person or event)

Course Title

Course Date

(BLOCK CAPITALS)

Title (Mr, Mrs, Ms etc) _____ Name _____

Job Title _____

Company Name _____

Company Address _____

Postcode _____

Telephone Number _____

Delegate Email Address * _____

Number of Employees: _____

Is your company a registered charity? Yes No

Charity Reg No.....

Invoice Address (if different from above) /Accounts Payable _____

Telephone Number of Accounts Payable _____

Purchase Order Number (if applicable) _____

Silver

Full: **£429.00 + (VAT £75.07)**

Reduced: **£342.20 + (VAT £60.06)**

Brown

Full: **£295.00 + (VAT £51.10)**

Reduced: **£236.00 + (VAT £41.30)**

Yellow

Full: **£148.00 + (VAT £25.90)**

Reduced: **£118.40 + (VAT £20.72)**

Method of Payment Cheque (payable to Legal-Island)

For credit card payments go to **www.legal-island.com** and receive 10% discount

Please indicate if you have any special dietary, learning or access requirements

*An email address for the delegate is essential for purposes of pre & post conference learning as well as confirmation of booking. Legal-Island will not disclose your email address to any third party for whatever reason.

Ref: 1/10/2009

Signature Accepting Terms of Booking

Terms & Conditions

A place will be confirmed via email on receipt of this signed booking form, which creates legally binding obligations for both parties irrespective of attendance on the day.

Please complete one form per delegate in capital letters.

Please ensure a purchase order number is indicated if necessary. For collection of payment it is necessary to provide us with a contact name and number of your accounts payable department

CANCELLATIONS/ AMENDMENTS

Cancellations will incur the following charges
Over 28 days 15% of course fees
15-28 days 50% of course fees
1-14 days 100% of course fees

Cancellations must be received in writing prior to the event. Substitute delegates can be used and names changed on the day. No transfer to future events is permitted.

Please note an admin charge of £40 (+ VAT) is applicable for any permitted changes to bookings once confirmed including change of delegate name, re-invoicing or issuing of credit notes.

Please note that the content for each event published here is meant as a guide only and is subject to change. We reserve the right to amend a programme or cancel an event at any time for whatever reason.

*All organisations with fewer than 50 employees or charities qualify for the small organisation rate. The number of employees includes all branches, subsidiary/parent companies, boards, trusts and federated organisations.

A certificate of attendance is provided within 10 days of the event, which may be used to obtain CPD points/hours where applicable.

Please return your completed booking form to:

The Events NI Manager,
Legal-Island House,
5 Steeple Road,
Antrim, BT41 1DN

Telephone:

028 9446 3888

Fax:

028 9446 3516

Email:

events@legal-island.com