

# THE IN-HOUSE TRAINING COMPANY

## Employee relations, trade unions and the law

### Overview

There are still well over six million trades union members in the UK, yet it can be hard to find practical advice and guidance from HR consultants who have both the necessary in-depth experience of unionised environments and the training skills to impart their knowledge in a stimulating and refreshing manner. Look no further! This one-day course will equip your team to deal with all union-related issues confidently and successfully.

### Training objectives

This course will help participants:

- Appreciate the context within which unions and employers operate
- Understand the key legal and HR issues
- Get to grips with the requirements for consultation
- Negotiate with union representatives
- Manage the dispute resolution process effectively
- Deal confidently with all union-related issues

### Audience

This course is intended primarily for HR practitioners operating in a unionised environment, but it would also benefit senior managers from the organisation as well.

### Format

A highly-participative, practical and informative one-day course, presented in an outgoing, informal and relaxed style. Business examples, case studies and discussion briefs are used to stimulate participant interest and to cater for a range of learning styles.

### Special features

The trainer is particularly well-qualified to present this course, having been an HR Director within the BAA group of companies, where she was responsible for a number of different business areas and was involved in both unionised and non-unionised environments.

### The expert trainer

Toni is a Fellow of the Chartered Institute of Personnel and Development and a member with 15 years standing of the Employment Tribunal judiciary (the youngest member ever appointed). Formerly an HR Director within the BAA group of companies, she is an independent HR / employment law consultant of more than ten years' standing. She has worked with many organisations as a consultant, auditing HR policies, procedures and practices as well as managing complex and sensitive issues such as redundancy, TUPE transfer, reorganisations, etc. An author and trainer, she is also a lecturer for the CIPD graduate qualification.

The organisations she has worked with include, to name but a few, Orange, Ford, AXA Insurance, Westminster City Council, Zurich, OFT, CAF/CASS, The White Company, Eurolink Group plc, RDF plc, Canute, BSS, IBIS Hotels, Vinci, British American Tobacco and Brunel Care.

Her programmes are both participative and highly enjoyable and the reaction from participants is always outstandingly positive, as shown by the following client feedback:

Materials provided are excellent – far exceeded expectations. A great workshop, group energy was brilliant (not easy or expected), which is down to Toni. Great presenter, very knowledgeable and enthusiastic.'

*The White Company*

'One of the best course presenters I have seen in some time.'

*AXA Insurance*

'Can't remember when I have enjoyed a day's "work" so much. It was extremely interesting and informative and it was also a lot of fun – I have spoken to the other delegates and they were of the same opinion. Toni was extremely knowledgeable on employment law and had a great sense of humour – many, many thanks and we look forward to seeing you for more training and development initiatives within Vinci.' *Vinci plc*

'Exceptional. Feedback from our managers has always been second to none. Cannot be recommended highly enough.' *British American Tobacco*

'Toni recently ran a two day training programme for all of our middle/senior managers on a range of leadership skills. The feedback as always was outstanding. The training was informative, engaging and entertaining. Toni used a range of different techniques to ensure we were given the information and skills we needed to improve our coaching and leadership capability whilst inspiring us to adapt the methods to address our own specific issues. We learnt some very valuable skills and had a thoroughly enjoyable two days.' *Brunel Care*

## Course outline

### 1 Employee relations overview

- What is 'employee relations'? The legal and HR perspectives
- Agreements, rules, policies and practices
- The role of external institutions

### 2 The law and its effect

- Legal framework
- Key employee relations legislation
- Rights of trades unions
- Collective agreements
- Codes of practice

### 3 Trades unions

- Rights and protection for union members
- Statutory recognition and de-recognition
- Industrial action; strike ballots; picketing
- Time off for trade union duties and activities

### 4 Information and consultation

- Staff Councils in Europe and the UK
- The Information and Consultation of Employees Regulations
- When to legally inform and consult
- Obligations to inform and consult under TUPE
- Collective redundancies
- Information to be disclosed in collective bargaining

### 5 Negotiating terms and conditions

- Collective bargaining with recognised trades unions
- Partnership agreements
- Maximising the five stages of the negotiation cycle

### 6 Dispute resolution

- Internal procedures: Grievance / Bullying / Harassment / Whistle-blowing / Discipline and dismissal
- Arbitration
- Rights to be accompanied

### 7 Review and close

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