

## DAY ONE – Wednesday 04 October

12:30 – 13:30	Registration
12:30 – 14:00	Lunch in restaurant followed by networking and refreshments with exhibitors
14:00 – 14:20	<b>Welcome to the Annual Conference</b> <i>Eira Hammond FCIPPdip, chair, CIPP and director of Eira Consulting Ltd</i>
14:20 – 14:50	<b>Plenary one - keynote speaker</b> <i>Sir Brendan Barber, chair, Acas</i>
14:55 – 15:40	<b>STREAM ONE</b>
<b>Workshop 01</b>	<p><b>Devolution and Brexit – the impact on payroll</b> <i>Catriona Donald, senior tax manager, KPMG</i></p> <p>The last few years has seen an unprecedented level of change to the taxation of employment income in the UK. This session will examine the impact of two key constitutional events on payroll taxes and provide payroll professionals with the information they need to prepare for forthcoming changes. The session will provide:</p> <ul style="list-style-type: none"> <li>• An overview of the Scottish government's income tax powers</li> <li>• Details of the practical steps employers need to take in respect of the Scottish Rate of Income Tax</li> <li>• An overview of the operation of the apprenticeship levy for employees outside England</li> <li>• An overview of the likely impact Brexit will have on payroll taxes and what employers can do to prepare their organisations for a period of change</li> </ul>
<b>Workshop 02</b>	<p><b>The latest from The Pensions Regulator</b> <i>Neil Esslemont, head of industry liaison, The Pensions Regulator</i></p> <ul style="list-style-type: none"> <li>• The next 6 months and beyond</li> <li>• Compliance and enforcement - case studies</li> <li>• Frequently asked questions</li> </ul>
<b>Workshop 03</b>	<p><b>Creating an expenses policy (procedures and advice)</b> <i>Steve Ashworth, associate director, Smith &amp; Williamson LLP</i></p> <p>The session will look at creating an expenses policy, which has the procedures and checks in place to ensure it is robust and would stand up to review if HMRC were to undertake a PAYE compliance review.</p>





<p><b>Workshop 13</b></p>	<p><b>How to keep your reward package interesting</b>  <i>Jason Davenport, chief operating officer, Capita HR Solutions</i></p> <p>In the war for talent it is essential that you as an employer are considering the options available to you within the budgetary constraints of your business to attract and retain personnel.</p> <ul style="list-style-type: none"> <li>• How data supports decision making</li> <li>• Thinking about reward with business context</li> <li>• Optimising benefits within your budgets</li> <li>• What is holding companies back</li> </ul>
<p><b>Workshop 14</b></p>	<p><b>Irish payroll update</b>  <i>Rose Howley MCIPPDip, associate director of training, CIPP</i></p> <ul style="list-style-type: none"> <li>• General overview of ROI payroll legislation</li> <li>• Increase and reduction in percentages and threshold</li> <li>• Processing of state sick pay</li> <li>• PAYE modernisation – real time information</li> </ul>
<p><b>Workshop 15</b></p>	<p><b>How to project manage a system implementation</b>  <i>Simon Puryer, managing director, i-Realise</i></p> <p>The focus of the session will be the lifecycle of a payroll implementation project:</p> <ul style="list-style-type: none"> <li>• Choosing solution provider (in-house or outsourced)</li> <li>• Analysis of the 'as-is' and design of the 'to-be'</li> <li>• Management of: <ul style="list-style-type: none"> <li>○ Stakeholders</li> <li>○ Service delivery</li> <li>○ Testing/hypercare structure</li> <li>○ Rolling out the 'new-norm'</li> </ul> </li> <li>• Business readiness</li> </ul>
<p><b>17:55 – 18:40</b></p>	<p><b>Plenary two: employment law update</b>  <i>Jade Linton, employment solicitor, Sydney Mitchell LLP</i></p> <ul style="list-style-type: none"> <li>• What's new in employment law (a summary of the last 12 months)</li> <li>• How these updates affect your business</li> <li>• Headline cases over past 12 months</li> <li>• What's on the horizon</li> </ul>
<p><b>18:40 – 18:45</b></p>	<p><b>Day one close</b>  <i>Eira Hammond FCIPPDip, chair, CIPP and director of Eira Consulting Ltd</i></p>
<p><b>20:00 – 22:00</b></p>	<p><b>Networking buffet</b></p>

**DAY TWO – Thursday 05 October 2017**

<b>08:30 – 09:00</b>	<b>Registration, refreshments and exhibition</b>
<b>09:00 - 09:45</b>	<b>Plenary three – motivational session</b>
<b>09:45 – 10:15</b>	<b>Plenary four – overseas session</b>
<b>10:15 – 10:45</b>	<b>Networking and refreshments with exhibitors</b>
<b>10:50 – 11:35</b>	<b>STREAM FOUR</b>
<b>Workshop 16</b>	<p><b>Update on benefits in kind</b> <i>Samantha Mann MAAT MCIPPdip, senior policy and research officer, CIPP</i></p> <p>Samantha Mann will be delving in to the mystery of the benefits code to see what the latest news is for employers and payroll professionals as they continue to grapple with:</p> <ul style="list-style-type: none"><li>• Voluntary Payrolling</li><li>• The impact of Optional Remuneration Arrangements on the P11D</li><li>• PAYE Settlement Agreements</li><li>• The latest developments coming from HMRC and the Treasury</li></ul> <p>Join Sam to hear the latest updates and share your evidence and findings on the mystery that is the Benefits Code.</p>
<b>Workshop 17</b>	<p><b>Managing communications between payroll and pension providers</b> <i>Chris Deeson, CMO, pensionsync</i></p> <p>The art of efficient automatic enrolment processes is to minimise human contact with the pension providers. Learning the best avoidance tactics mitigates most risk, but knowing when to step in and who can best resolve your issue can save valuable time.</p> <p>This session will look at:</p> <ul style="list-style-type: none"><li>• Who pension providers really value (and want active communication with)</li><li>• Initial engagement through to sending data and retrieving data</li><li>• Who is the best contact when it goes wrong (making friends and why the pension provider maybe your last resort)</li><li>• Which communication issues put the biggest strain on payroll/pension provider relationships?</li></ul>



### Workshop 22

#### **General Data Protection Regulations (GDPR)**

*Ian Walters MSc FCIPP FHEA, learning and development director, SD Worx UK Ltd*

The General Data Protection Regulations promise the biggest shake-up to European Privacy laws for 20 years. Are you ready...?

This session will focus on:

- What GDPR is all about
- What will be the impact of getting it wrong
- What can you do to protect your organisation
- What can you do to protect customers

### Workshop 23

#### **Reward panel surgery – systems, processes, case study for success**

*Ian Hodson, head of reward, University of Lincoln*

Having attended the sessions throughout the day, this is your opportunity to ask the our panel of reward experts any questions that you may have either in general or related to specific scenarios within your organisation. Don't forget that you can submit your questions in advance through the conference app.

### Workshop 24

#### **Practical implications of a global payroll**

*Rangarajan Seshadri, CEO, Neeyamo Inc*

- The session targets multinationals that often face challenges in providing HR services to small countries with limited population. These predominantly impact the global payroll operations as they are fragmented with autonomous processes and involve multiple services providers and software systems
- The session will throw light on the various challenges like decentralised set up, with each country/region operating in silos with no unified visibility
- The session intends to educate them on as how can one choose the right vendor to address their unique payroll and compliance needs
- The session will address the crucial factors to bear in mind while outsourcing or the quintessential features that encompasses global payroll system

### Workshop 25

#### **How to maximise your personal development**

*Pam Hadfield, senior lecturer in work based learning, Derby Management School, University of Derby*

In our knowledge based workplaces understanding how to learn is a crucial skill and requires an approach that looks beyond our own disciplines and favourite ways of learning. It is about exploring and learning from self-chosen and self-determined action. It focuses on the ability to rapidly study, analyse and understand new situations and new problems. It is one of the most important skills you can acquire and underpins success within the 21<sup>st</sup> century workplace.

The workshop will cover four areas:

- Learning agility and why it is important in the workplace
- Identifying, capturing and connecting to informal learning in the workplace
- The self-determined learning process
- Setting well-formed outcomes to enable you to achieve your personal development objectives

12:25 – 13:25	Lunch and networking with exhibitors
13:30 - 14:15	<b>STREAM SIX</b>
<p><b>Workshop 26</b></p> <p><b>Workshop 27</b></p> <p><b>Workshop 28</b></p> <p><b>Workshop 29</b></p> <p><b>Workshop 30</b></p>	<p><b>Outsourcing payroll - procuring and subsequently evaluating a payroll provider</b>  <i>Colin Whalen, sourcing advisor, LintonWharfe</i></p> <p>Colin will share insights and best practice tips he has gained over the last fifteen years working as a customer, provider and advisor in the world of payroll outsourcing, to help you source, transition to, and work effectively with the right outsourced payroll service provider. Presentation content and discussion will include:</p> <ul style="list-style-type: none"> <li>• Why would you want to outsource payroll?</li> <li>• Shaping the scope of the deal</li> <li>• What makes a good payroll service partner?</li> <li>• Forewarned is forearmed – what could go wrong and how to avoid it</li> </ul> <p><b>Pensions panel surgery</b></p> <p>Having attended the sessions throughout the day, this is your opportunity to ask the our panel of pensions experts any questions that you may have either in general or related to specific scenarios within your organisation. Don't forget that you can submit your questions in advance through the conference app.</p> <p><b>Planning for retirement</b>  <i>David Joy, founder, First Actuarial LLP</i></p> <p>Saving enough to stop work</p> <ul style="list-style-type: none"> <li>• How much do I need</li> <li>• How much have I already got</li> <li>• How do I bridge any gap</li> <li>• Don't forget about debts</li> </ul> <p><b>From planning to vendor selection - taking a pragmatic approach to global payroll</b>  <i>David Longworth, research director, Webster Buchanan Research Ltd</i></p> <p>Taking a single vendor, centralised approach to global payroll offers many potential benefits, but it's not the best approach for every company. Webster Buchanan Research begins this workshop by exploring some of the strategies taken by multinationals. We then analyse the different models vendors use to deliver their multi-country payroll services, assess some of the key differentiators between suppliers, and explain how taking a pragmatic approach to global payroll can often deliver a more cost-effective, manageable outcome</p> <p><b>How to raise your profile through social media</b>  <i>Nick Day, managing director, James Gray Associates Ltd</i></p> <p>The session will briefly discuss why it pays to improve your online profile. It will recommend the best social channels to utilise if you want to secure engagement from and with the <i>right</i> people. It will also discuss the risks of improving your online presence and why it is advisable to follow a social strategy if you want maximum results.</p>

	<ul style="list-style-type: none"> <li>• How and why it pays to improve your online profile</li> <li>• What should your online profile look like?</li> <li>• Risks</li> <li>• Who is your audience: using the right social channels</li> <li>• Take action: your social calendar</li> </ul>
<b>14:15 – 14:45</b>	<b>Networking and refreshments with exhibitors</b>
<b>14:45 – 15:30</b>	<p><b>Plenary five: legislation update</b>  <i>Helen Hargreaves MSc FCIPPdip, associate director of policy and membership, CIPP</i></p> <p>Helen will update you on legislation affecting the world of payroll. The issues will be topical but are expected to cover such areas as:</p> <ul style="list-style-type: none"> <li>• Expenses and benefits</li> <li>• Making tax digital</li> <li>• Termination payments</li> <li>• Gender pay gap reporting</li> <li>• IR35 and intermediaries</li> </ul>
<b>15:30 – 16:15</b>	<b>Plenary six: HMRC update</b>
<b>16:15 – 16:30</b>	<p><b>Conference close and prize draw</b>  <i>Eira Hammond FCIPPdip, chair, CIPP</i></p> <p>Eira summarises the last couple of days and announces the winner of the Annual Conference app game and any exhibitor's prize draws.</p>
<b>19:30 – 01:00</b>	<b>The CIPP's 14<sup>th</sup> Annual Excellence Awards and entertainment</b>

*(Programme and/or speakers subject to change without prior notification)*