



Course Title *Civil & Employment Disclosure Officer* **Duration** **3 hours** **Investigation**

Aim

With Disclosure at the core of *the* largest miscarriage of justice in British legal history – the Post Office Horizon investigation – the spotlight is widening to non-CPS prosecuting authorities with the question, **“Is your organisation fit to bring proceedings?”** Never has there been a more critical time to ensure *Disclosure* and case management is in order within your organisation.

Civil & Employment Disclosure Officer will empower you with a clear understanding of the civil *Disclosure* regime. Whether you’re managing **multi-track investigations, disciplinary & tribunal**, or **other civil cases** - this essential and definitive learning will give you all the knowledge and practical understanding you need to confidently manage and meet your civil *Disclosure* obligations.

NB : This course includes delegate assessment.

Outcome

Content

Understand the statute, codes, guidance, and rules governing <i>Civil</i> versus <i>Criminal Disclosure</i> .	✓ Civil Procedure Act, Civil Procedure Rules, and Practice Direction ✓ Common ground (and differences) between <i>Criminal</i> and <i>Civil Disclosure</i> ✓ Your organisation’s rules and the ACAS guidelines (and unfair dismissal!) ✓ The <i>Overriding Objective</i> ✓ Definitions
Understand the core components of effective material management within your <i>Document Universe</i> .	✓ Document management protocols ✓ Evidence in civil proceedings ✓ Practice Direction on digital material ✓ Privileged material
Effectively develop, apply, and evidence a strategic thinking approach to the management of standalone <i>Civil</i> and multi-track <i>Disclosure</i> reviews.	✓ <i>Disclosure</i> in single-track investigations ✓ <i>Disclosure</i> across multi-track civil and employment investigations ✓ <i>Disclosure</i> across multi-track investigations involving prosecution ✓ Developing and recording your disclosure strategy ✓ The roles
Understand how to effectively manage the civil <i>Disclosure</i> process.	✓ The meaning of <i>Disclosure</i> in civil proceedings ✓ The <i>Right and Duty to Withhold Inspection</i> ✓ The <i>Duty of Search</i> ✓ Third parties and their material
Effectively complete the civil <i>Disclosure</i> process before and during proceedings.	✓ <i>Standard</i> versus <i>Specific Disclosure</i> ✓ Document listing ✓ Duty of <i>Disclosure</i> during proceedings ✓ Staged <i>Disclosure</i>

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For more information, or for bulk booking enquiries

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