

**APSE one day seminar**

# **Working time regulations and drivers' hours:**

**Do you know what you're doing?**



APSE one day seminar to clarify the detail of the Working Time Directive and Drivers' Hours Rules, at The Midland Hotel, Manchester.

Tuesday 17 June 2014



**seminars**

# Tuesday 17 June 2014

10.00 Arrival and delegate registration

10:30 **Session 1: Compliance and legislative overview**

## Is the sector up to speed with the Working Time Directive?

- Putting the right arrangements in place
- Relevant legislation
- Compliance issues

**Speaker:** Mrs Beverley Bell, Senior Traffic Commissioner

## A legal perspective on the working time directive and drivers hours rules

- What does the legislation say?
- Recent case studies and lessons learnt
- How to respond to an incident

**Speaker:** Barrie Hall, Solicitor, DAC Beachcroft LLP

11.45 Tea/coffee break

12.00 **Session 2: Applying this in operational management**

## An operational scenario

- Applying the regulations in Bradford
- Issues and problems
- What needs to be cleared up?

**Speaker:** Peter Richmond, Technical Enforcement Co-ordinator, Bradford MBC

12.30 Buffet lunch

13.15 **Session 3: Technical guidance**

## Driving and mobile workers - what are the issues?

- About the European and Domestic regulations
- Interpreting the relevant legislation on the ground
- Service specific issues including how to define an 'emergency' and issues for waste management

**Speaker:** Esmond Shepherd, Head of Member Advice, Freight Transport Association

13.45 **Workshops addressing service specific issues**

Workshop A - Waste Management

Workshop B - Winter Maintenance

Workshop c - Transport and Fleet Management

14:45 Questions, answers and feedback

15:00 Close

## The Venue

### Midland Hotel

Peter St  
Manchester  
M60 2DS

When using a satellite navigation system, please use postcode M2 3NQ to reach the hotel. To go directly to the NCP Manchester Central car park, use postcode M2 3GX

Nearest train station:

Oxford Road - 300 metres  
Manchester Piccadilly - ¾ mile



## Seminar objectives

At the end of 2013, the Senior Traffic Commissioner noted that she had concerns that "some local authorities do not appear to have proper arrangements in place to ensure compliance with the Working Time Directive". She asked APSE to remind its members of their obligations under the Working Time Directive and to make members aware that Traffic Commissioners may be focusing on this in the not too distant future. As a result APSE issued a briefing on the topic and committed to hold this event to include the Traffic Commissioner and relevant speakers, for our members to listen and ask questions. The purpose of the event is to provide legal and technical advice to the local government sector on the Working Time Directive and Driver Hours Rules. This is a topic that managers must remain up to date with and this event will be a chance to listen to the latest guidance, raise issues, highlight problem areas and engage with other delegates with similar responsibilities.

There is also a chance to debate the issues in the afternoon of the event through a series of service specific workshops. This will provide delegates with the opportunity to explore issues relevant to the service within a facilitated environment.

The conference is planned to allow considerable time for debate and questions.

## Who should attend?

- Environmental Services Managers
- Transport, Fleet and Depot Managers
- Highways and Winter Maintenance Managers
- Elected members
- HR managers
- Health and Safety Officers
- Trade Union Representatives

Reserve your place now by completing the booking form and faxing it or emailing to Alistair Holcroft at APSE on 0161 772 1811 or [aholcroft@apse.org.uk](mailto:aholcroft@apse.org.uk)

**LOCAL SERVICES  
LOCAL SOLUTIONS**



INVESTOR IN PEOPLE



# Booking form

Office Use

Del#.....

DB:.....

Conf:.....

**APSE one day seminar: Working time regulations and drivers hours, Midland Hotel Manchester**

main contact name: \_\_\_\_\_ authority: \_\_\_\_\_

address: \_\_\_\_\_

post code: \_\_\_\_\_

telephone: \_\_\_\_\_ fax: \_\_\_\_\_ email: \_\_\_\_\_

Please detail here any special dietary/access requirements for the delegates listed below:

**APSE issues a written confirmation for all delegate bookings received. If you have not received your confirmation letter within 5 working days of sending your booking form, then please contact APSE on 0161 772 1810.**

## Payment information

What's included: The delegate place covers attendance, delegate documentation, lunch and light refreshments. Please note that hotel accommodation and travel costs are not included. A list of recommended hotels in the area is available on request.

**APSE members delegate fee:-** £99 + VAT

**Non-members delegate fee:-** £149 + VAT

**Private sector organisation:-** £360 + VAT

**Please indicate preferred method of payment (tick):-**

VAT registration number 519 286 915

- Please find enclosed cheque (made payable to APSE)
- Please invoice me

**CANCELLATION & REFUND POLICY:** Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to [aholcroft@apse.org.uk](mailto:aholcroft@apse.org.uk) or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event, and will incur a 20% administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Delegate name	Delegate position	Delegate email	Workshop choice <i>please select one</i>
			A B C
			A B C
			A B C
			A B C
			A B C

Please return completed form to Alistair Holcroft, APSE, 2nd floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester M32 0FP  
or fax direct to: 0161 772 1811 Telephone: 0161 772 1810 - E-mail: [aholcroft@apse.org.uk](mailto:aholcroft@apse.org.uk)