Continuing Professional Development

2022 Prospectus
CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS 2022

Solicitors are required to undertake relevant education and study to maintain and develop their professional knowledge, skills and ethical awareness. This is a regulatory requirement.

Solicitors are required to submit an on-line CPD return, annually. If a solicitor does not comply with the CPD Regulations, the Education Committee may direct they do so within a period of time and impose such other conditions as it may decide. Failure to comply may lead to a referral to the Professional Conduct Department.

Solicitors may be entitled to apply for an exemption from some or all of the CPD requirements. For details on Exemptions please refer to page 4.

KEY CHANGES IMPLEMENTED IN 2021 AND AGAIN APPLICABLE TO THE 2022 CPD YEAR

• Webinars and online learning will be accepted as Group Study CPD.

• There is no longer a requirement to complete separate Client Care and Practice Management CPD. Client Care and Practice Management topics will still be provided by the Society as part of its CPD provision but will be included in Group Study. For Definitions of “Group Study” and “Private Study” please refer to page 5.

• There will be no hard copy CPD Record Card sent to members for the 2022 CPD year. CPD returns will be made using an online submission form. The Society will not accept hard copy CPD Record Cards or returns for 2022.

• For the 2022 CPD year several of the Society’s CPD events will be online. Subject to Public Health guidance, consideration will be given to hosting some events in person at venues to be confirmed.

• Payment for all of the Society’s CPD events will be made online. There is no longer a facility for events to be paid for by cash or cheque.

SUMMARY OF CPD REQUIREMENTS FOR 2022

A full-time practising solicitor must complete the following minimum CPD hours (subject to any exemption):

• A total of 15 hours (of which a maximum of 5 hours can be Private Study).

The remaining 10 hours Group Study, which includes webinars and online learning, must include:

• A minimum of 2 hours Compulsory Risk Management CPD (only if the solicitor is in Private Practice);

• A minimum of 3 hours Compulsory Conveyancing CPD (only if the solicitor undertakes or is involved in any conveyancing transactions).

The Law Society of Northern Ireland does not currently award accreditation to any course or course providers.
Solicitors practising outside Northern Ireland or who undertake CPD for another professional or regulatory body may satisfy the CPD Regulations through alternative CPD or training but should contact the CPD Department at cpd@lawsoc-ni.org to discuss.

Solicitors who seek to reduce their period of restricted practice from 3 years to 2 years should contact the CPD Department at cpd@lawsoc-ni.org to discuss.

Solicitors are required to maintain details and proof of any CPD completed in 2022, which the Society may inspect from time to time.

The Society will take your CPD compliance into account if required to exercise its wider regulatory functions.

**BOOKINGS**

CPD Bookings are **non-transferrable** and **non-refundable**.

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**GUIDANCE NOTES FOR COMPLIANCE WITH THE 2 HOUR COMPULSORY RISK MANAGEMENT CPD REQUIREMENT FOR 2022**

All Principals, Consultants and Assistant Solicitors in private practice (PPPs, PPCs, and PPAs) are required to complete 2 hours of Compulsory Risk Management CPD covering the following topics:

1. Cyber Crime in the context of Risk Management;
2. The impact of AML and CTF on Risk Management;
3. Risk Management from an Insurance Perspective;
4. Consequences of operating outside the AML Framework.

A bespoke 2-hour Law Society module costing £30 + VAT will cover the required topics on **Tuesday 25 January 2022**. A number of key speakers will deliver practical insights into steps firms might take to mitigate risk. It will be delivered as a live webinar. To book please [click here](#). For those unable to attend the live broadcast a recording will be made available to purchase for £30 + VAT afterwards.

Members may fulfil this requirement by attending other risk management courses which cover all of the above four topics but must, if required, provide evidence of their attendance at and content of such other courses to the Society for assessment.
Solicitors who do not work full time through the practice year may apply for an Exemption from the requirement to undertake 15 hours CPD per annum.

**Please note no Exemptions apply to Compulsory Conveyancing CPD or to Compulsory Risk Management CPD.**

Solicitors who wish to apply for an Exemption should contact the CPD Department at cpd@lawsoc-ni.org to discuss.

A solicitor may apply for an Exemption in circumstances as set out below:

1. Solicitors working 200 hours or less during the practice year will be totally exempt.

2. Solicitors, who work part-time, and who work more than 200 hours in the practice year must undertake a minimum of 7.5 hours CPD per annum.

3. Locums who only work part of the year but who work more than 200 hours in the practice year must undertake a minimum of 7.5 hours CPD per annum.

4. Solicitors who are unemployed for part of the year must, if they have worked over 200 hours in the practice year, undertake a minimum of 7.5 hours CPD per annum.

5. Solicitors suffering long term illness or otherwise absent from practice for 12 consecutive weeks or more, who work for 200 hours or more during the practice year, must complete a minimum of 7.5 hours CPD per annum.

6. A solicitor taking parental leave in a practice year and who worked more than 200 hours during the practice year must complete a minimum of 7.5 hours CPD per annum.

7. Solicitors who take sabbatical leave of 12 weeks or more but who work for 200 hours or more in the practice year must undertake 7.5 hours CPD per annum.

8. Solicitors admitted during the practice year i.e., 6th January to 5th January and who are not seeking to reduce their restricted practice period from 3 to 2 years, will be exempt from the CPD requirement in the course of that practice year but will be required to undertake full CPD in the following practice year.

9. Solicitors retiring during the practice year and not renewing their Practising Certificate will be exempt from the CPD requirement in the course of that practice year.

All the above the requirements in respect of **Group & Private Study** will be reduced pro-rata.
DEFINITIONS

Private Study

Study undertaken by fewer than 3 people together.

Private Study includes reading of relevant books and periodicals; writing relevant books or articles which are published in which case the time claimed may be up to 7.5 hours of the total CPD requirement for the particular practice year; preparation for the delivery of training on any legal subject (up to a maximum of 4 hours in any CPD year).

Solicitors involved in the preparation for the delivery of training may count actual preparation time towards their annual Private Study CPD requirement provided that if the particular lecture, tutorial, etc., is repeated no time may be counted in respect of the repeat.

Group Study

Study in a group of 3 or more people which lasts for a minimum of 1 hour on each occasion on which it is undertaken.

Group Study may be provided by differing organisations including but not limited to the Law Society of Northern Ireland, Local Solicitor Associations, special interest groups, educational establishments or professional providers. It may include workshops, seminars, lectures, tutorials and webinars. It may be organised in house by individual firms. Group Study may take place inside or outside of Northern Ireland and is not required to be in groups comprised solely of solicitors.

Solicitors involved in tutoring and lecturing or otherwise delivering training may count actual presentation time towards their annual Group Study CPD requirement provided that if the particular lecture, tutorial etc., is repeated no time may be counted in respect of the repeat.
Please note that all CPD sessions have been colour coded according to category:

- CPD events colour coded GREEN are categorised as Group Study CPD;
- CPD events colour coded YELLOW are categorised as Compulsory Risk Management CPD;
- CPD events colour coded PINK are categorised as Compulsory Conveyancing CPD.

Any additional hours undertaken in one of the compulsory categories (Risk Management or Conveyancing) can be carried over into the Group Study category.

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<td>Dealing Effectively with In House Complaints</td>
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<tr>
<td>Tuesday 25 January 2022</td>
<td>Risk Management 2022</td>
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<tr>
<td>Thursday 27 January 2022</td>
<td>Tax Year End Planning Opportunities</td>
<td>Click Here to Book</td>
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<tr>
<td>Monday 31 January 2022</td>
<td>Home Charter Update</td>
<td>Click Here to Book</td>
<td>15</td>
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<tr>
<td>Wednesday 2 February 2022</td>
<td>Basic introduction to Immigration</td>
<td>Click Here to Book</td>
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<td>Thursday 3 February 2022</td>
<td>Executor &amp; Inheritance Insurance Solutions in the Administration of Difficult Estates</td>
<td>Click Here to Book</td>
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<tr>
<td>Wednesday 9 February 2022</td>
<td>Non-Molestation Orders – Update and Overview following the judgment in JR131</td>
<td>Click Here to Book</td>
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<tr>
<td>Thursday 10 February 2022</td>
<td>Non-contentious Probate Pilot - Online portal demonstration, including caveats and information</td>
<td>Click Here to Book</td>
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<tr>
<td>Tuesday 22 February 2022</td>
<td>Dealing with Conveyancing Complaints</td>
<td>Click Here to Book</td>
<td>15/20</td>
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<tr>
<td>Thursday 24 February 2022</td>
<td>Beyond compliance - Getting to grips with the MLRO role</td>
<td>Click Here to Book</td>
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<tr>
<td>Tuesday 1 March 2022</td>
<td>Establishing and Acting for a Charity</td>
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<tr>
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<td>Improving the Quality of Suspicious Activity Reports (SARs)</td>
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<tr>
<td>Thursday 3 March 2022</td>
<td>The Office of Care &amp; Protection (Patients Section): Practical Guidance and Information</td>
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<tr>
<td>Wednesday 9 March 2022</td>
<td>Independent Custody Visitors – Role in protecting the rights of those in custody – what they can and cannot do</td>
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<tr>
<td>Thursday 10 March 2022</td>
<td>Legal Services Agency Northern Ireland: Information and Awareness Webinar</td>
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<tr>
<td>Tuesday 15 March 2022</td>
<td>Business Protection – The vulnerabilities and most common mistakes made by Limited Companies, Partnerships and LLPs</td>
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<tr>
<td>Tuesday 22 March 2022</td>
<td>Desk Based Reviews in Home Charter and Accounts</td>
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</tr>
<tr>
<td>Wednesday 23 March 2022</td>
<td>Common Tax Considerations for the Conveyancing Solicitor</td>
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# CONTINUING PROFESSIONAL DEVELOPMENT

## Summary table of events

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<tr>
<td>Tuesday 29 March 2022</td>
<td>IHT Considerations: Application of Residence NIL Rate Band, Completion of forms and Schedules – including tax considerations on finalising deceased’s tax affairs</td>
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<td>Historical Institutional Abuse Redress Scheme – Guidance on Best Practice</td>
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<td>Thursday 31 March 2022</td>
<td>Ancillary Relief – Guidance for Practitioners</td>
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<tr>
<td>Tuesday 5 April 2022</td>
<td>Part 1 - POCA: Everything you always wanted to know – But were afraid to ask!</td>
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<td>Thursday 7 April 2022</td>
<td>AML 1 - Risk assessments</td>
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<td>New Property Developments - Legal principles and practical fixes</td>
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<td>Estate Planning using trusts and other mitigation strategies</td>
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<td>Dealing with Litigation Complaints</td>
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<tr>
<td>Tuesday 10 May 2022</td>
<td>Law Society Library and Information Service: Compact Legal Research Course</td>
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<td>Wednesday 11 May 2022</td>
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<td>Wednesday 11 May 2022</td>
<td>Engaging with the Lay Complainant</td>
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<tr>
<td>Wednesday 18 May 2022</td>
<td>Immigration &amp; Criminal Law</td>
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<td>Thursday 19 May 2022</td>
<td>Probate: A Practical Guide to Estate Administration</td>
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<td>Wednesday 25 May 2022</td>
<td>Old McDonald Sold a Farm – Issues with Sales, Purchases and Transfers of Agricultural Property</td>
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<td>Presenting Minors’ Settlements (including Advocacy Skills)</td>
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<td>Investing for vulnerable individuals</td>
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<td>Thursday 8 September 2022</td>
<td>Practice Management and AML</td>
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<tr>
<td>Wednesday 5 October 2022</td>
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<tr>
<td>Wednesday 5 October 2022</td>
<td>Non-Contentious Probate Applications: A Guide for Practitioners</td>
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<td>Friday 18 November 2022</td>
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<td>Property Litigation - Recent Developments</td>
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<td>Thursday 24 November 2022</td>
<td>The emergence of ‘conscience’ and ‘responsible’ investing</td>
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<td>Thursday 1 December 2022</td>
<td>Immigration Conference 2022</td>
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<tr>
<td>Friday 2 December 2022</td>
<td>Clinical Negligence Mini Conference</td>
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<td>Common SDLT Considerations for the Conveyancing Solicitor</td>
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<td>Wednesday 7 December 2022</td>
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<tr>
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<td>Accounts Regulations - What you need to know</td>
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<tr>
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<td>Staying Well, Working Well</td>
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CONTINUING PROFESSIONAL DEVELOPMENT

January - December 2022

Events may be recorded
For further information please email: cpd@lawsoc-ni.org
DEALING EFFECTIVELY WITH IN HOUSE COMPLAINTS

Date: Wednesday 19 January 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

This session will cover how to deal effectively with in house complaints and will include topics such as:

- A solicitor’s professional obligations under the Client Communication Practice Regulations 2008;
- Observations from the experience of the Client Complaints Committee;
- Effective management of the in-house complaint process;
- Ensuring staff are familiar with in-house complaint procedures.

This webinar will be delivered by the Society’s **Head of Professional Conduct, John Mackell**. Admitted to the Roll of Solicitors in Northern Ireland in 2004 and the Roll in Republic of Ireland in 2008 he spent over 10 years in private practice primarily in the areas of Criminal Law, Litigation and Public Law. He holds professional qualifications in both Mediation and Investigatory Practice. He was previously appointed by the Minister of Justice as Presiding Member of the Civil Legal Services Appeals Panel for Northern Ireland and was formerly an appointed Legal Chair of the Health and Social Care Board’s Disciplinary Panel. He currently acts as Secretary to the Society’s Remuneration Panels.
All principals, assistant solicitors and consultant solicitors in private practice are required to complete 2 hours of Compulsory Risk Management CPD during the practising year.

The Law Society of Northern Ireland has designed a bespoke 2-hour module to cover the 2022 Risk Management topics, including:

- Cybercrime in the context of Risk Management;
- The impact of AML and CTF on Risk Management;
- Risk Management from an insurance perspective;
- Consequences of operating outside the AML Framework.

Completion of this online module will lead to full compliance with the 2022 Compulsory Risk Management requirement. Any additional Risk Management hours completed can be transferred into the Group Study category.
The Law Society of Northern Ireland, in conjunction with Law Society (NI) Financial Advice Ltd, is once again delivering a comprehensive series of CPD sessions which will be of benefit to practitioners. Please see below for details:

1. Tax Year End Planning Opportunities
   
   **Date:** Thursday 27 January 2022

   This session will cover:
   - Making the most of most of tax allowances;
   - General considerations for high earners;
   - Options for clients facing large CGT bills;
   - Pension contribution limits;
   - EIS & VCT Investments;
   - ISA types and limits.

2. Business Protection – The vulnerabilities and most common mistakes made by Limited Companies, Partnerships and LLPs
   
   **Date:** Tuesday 15 March 2022

   This session will cover:
   - Ownership – Options to protect the business (and beneficiaries) against death of a business owner or partner and consequences of getting the planning wrong;
   - Profit – Key Person cover;
   - Debt – Business loan protection;
   - Relevant Life – A hugely tax efficient way for directors and key employees to fund their life cover needs;
   - Group Life – Beware the impact of the Pension Lifetime Allowance.
3. Estate Planning using trusts and other mitigation strategies

Date: Thursday 28 April 2022

Click here to book

This session will cover:

- Annual Allowances and exemptions;
- Use of Trusts such as Discounted Gift Trust or Gift & Loan Trust to reduce or cap IHT liability;
- Legacy Trusts for those with no immediate family beneficiaries;
- Use of strategies such as IPDI Trusts to protect beneficiaries from previous marriages;
- Use of Discretionary Will Trusts to utilise unused Nil Rate Band for remarrying widows/widowers. Increases to the NRB for a couple to more than the current £650,000 limit;
- Business Property Relief;
- Agricultural Property Relief.

4. Pension planning in detail

Date: Thursday 23 June 2022

Click here to book

This session will cover:

- Pension contribution limits and restrictions;
- Pension Lifetime Allowance amounts and protections STILL available for large funds;
- Using a pension to buy property;
- Pension Freedoms legislation and the consequences of being trapped in a scheme that can’t accommodate them;
- Death Benefits and the impact of Group Life Schemes on the Lifetime Allowance;
- Pensions in IHT planning;
- Pensions versus other retirement savings plans;
- Options for drawing on pension funds since pension freedoms were introduced.

5. Investing for vulnerable individuals

Date: Wednesday 7 September 2022

Click here to book

This session will cover:

- The roles and responsibilities of Trustees and Attorneys;
- Suitable investment strategies for Personal Injury Trusts;
- Elderly care options, costs and allowances;
- Estate deprivation;
- Treatment of the home if elderly care is required.
6. The emergence of ‘conscience’ and ‘responsible’ investing

Date: Thursday 24 November 2022

Click here to book

This session will cover:

- The landscape – ESG v Sustainable v Impact;
- The concept of “Greenwashing” in fund management;
- The conundrums facing investors, financial planners and fund managers;
- Suggest ways that individual investors can use their money as a force for good.

The sessions will be delivered by experts from Law Society (NI) Financial Advice Ltd.
Further to the introduction of Compulsory Conveyancing CPD in January 2014, the Society has once again organised a series of Conveyancing CPD events for 2022.

Please see below a summary table of the sessions being offered:

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<td>Monday 31 January 2022</td>
<td><strong>Home Charter Update</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<td></td>
<td><strong>Brian Carson, LSNI</strong></td>
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<tr>
<td>Tuesday 22 February 2022</td>
<td><strong>Dealing with Conveyancing Complaints</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<td></td>
<td><strong>Alan Reid, Murllands</strong></td>
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<tr>
<td>Wednesday 23 March 2022</td>
<td><strong>Common Tax Considerations for the Conveyancing Solicitor</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<td></td>
<td><strong>Michael Allen, Allen Fleming</strong></td>
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<tr>
<td>Wednesday 27 April 2022</td>
<td><strong>New Property Developments - Legal principles and practical fixes</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<td><strong>Steven Cockcroft, Johns Elliott Solicitors</strong></td>
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<td>Wednesday 25 May 2022</td>
<td><strong>Old McDonald Sold a Farm – Issues with sales, purchases and transfers of agricultural property</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<td><strong>Peter Brown, Martin King French &amp; Ingram LLP</strong></td>
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<tr>
<td>Wednesday 22 June 2022</td>
<td><strong>Commercial Conveyancing</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<td><strong>Member of NICPLA</strong></td>
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<td>Wednesday 21 September 2022</td>
<td><strong>Title Insurance for Corporate Transactions</strong></td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Compulsory Conveyancing</td>
<td><a href="#">Click here to book</a></td>
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<tr>
<td></td>
<td><strong>Adam Keith, Dual Asset</strong></td>
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Please note that attendance at the Conveyancing Conference 2022 will fully cover the 2022 Compulsory Conveyancing CPD requirement. Any additional Compulsory Conveyancing CPD hours can be carried over into the Group Study section. Further sessions may be added as the year progresses and these will be advertised via the Enformer, CPD Updater and the LSNI website.
A range of Immigration events will be taking place over the course of 2022. The events have been designed to provide timely, relevant and topical updates, advice and guidance for members.

The series will include the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Title and speaker</th>
<th>Time</th>
<th>Cost</th>
<th>CPD Hours</th>
<th>Booking link</th>
</tr>
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<tbody>
<tr>
<td>Wednesday 2 February 2022</td>
<td>Basic introduction to Immigration</td>
<td>1pm – 2.30pm</td>
<td>£35 + VAT</td>
<td>1.5 Group Study</td>
<td><a href="#">Click here to book</a></td>
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<td></td>
<td>Una Boyd, CAJ</td>
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<tr>
<td>Wednesday 18 May 2022</td>
<td>Immigration &amp; Criminal Law</td>
<td>1pm – 2pm</td>
<td>£35 + VAT</td>
<td>1 Group Study</td>
<td><a href="#">Click here to book</a></td>
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<td></td>
<td>Barbara Muldoon, CLC, Sinead Marmion and Sophie McClintock, Phoenix Law</td>
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<tr>
<td>Thursday 1 December 2022</td>
<td>Immigration Conference 2022</td>
<td>2pm – 5pm</td>
<td>£40 + VAT</td>
<td>3 Group Study</td>
<td><a href="#">Click here to book</a></td>
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<tr>
<td></td>
<td>Various contributors</td>
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</table>
This session will focus on how insurance can help in the administration of estates where, despite all reasonable efforts, distribution cannot proceed.

Policies protect executors, administrators, beneficiaries and, importantly, their legal advisors and potentially help avoid PI claims. They can be used to avoid the necessity of going to court or to support an application to the court. Cover can be offered for specific issues such as missing beneficiaries, missing wills, and claims from creditors, along with a wide range of contentious issues such as challenges to a will, charities exerting a claim and misallocation of shares in a will.

The presentation will include several case studies and examples of claims.

The session will be delivered by Mike Wright, Consultant DUAL Asset. Kate Thorp, Manager - Executor and Inheritance Protection will provide technical support.

Mike has spent 34 years in Building Societies and Banking, where he held senior regional and head office roles, followed by 15 years in Legal Indemnities.

Kate is a Senior Underwriter and is recognised in the market as one of the most experienced Underwriters in this field with over 20 years’ experience. She heads up the Executor and Inheritance team for DUAL Asset.
NON-MOLESTATION ORDERS –
UPDATE AND OVERVIEW FOLLOWING THE JUDGEMENT IN JR131

Date: Wednesday 9 February 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

This session will cover:
- the new NMO caselaw - significant case law for this area of practice;
- applications for Non-Molestation Orders in the Family Court when criminal charges are outstanding;
- overview of the case of JR131 [2021] NIQB 74;
- provision of advice and guidance to family law practitioners on how such cases might be dealt with going forward.

This session will be delivered by Charlene Dempsey. Charlene was a solicitor in private practice for 12 years before being called to the Bar of NI in 2020. She gained extensive experience in defending cases at Magistrates’ and Crown court level as well as representing clients in the Court of Criminal Appeal. She also has a keen interest in Prison Law and has been involved in many successful Judicial Review challenges against the Prison Service on human rights grounds.

In 2019, Charlene’s first legal text along with her co-author Katie Quinn BL, Bail Law and Practice in Northern Ireland, was published by the Law Society of Northern Ireland.

NON-CONTENTIOUS PROBATE PILOT - ONLINE PORTAL DEMONSTRATION,
INCLUDING CAVEATS AND INFORMATION

Date: Thursday 10 February 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

Non-contentious Probate has been chosen as a pilot for online services in the NICTS Modernisation Portfolio. The Project has re-designed and modernised the non-contentious probate service to meet the changing needs and expectations of users. It avails of new technologies to create and deliver a digital product that will improve the service for all users.

In keeping with the spirit of “Digital First, not Digital Only” the paper-based process has also been modernised by developing user friendly application forms, with guidance notes and relevant information throughout, to guide the user though the process in easy-to-understand steps and language.

Further to the previous webinar held in April 2021, the aim of this session is to update members on additional functionality, namely caveats, and to continue to raise awareness of the portal. It will demonstrate how the portal works and members will be guided through the new application processes, including entering a caveat. There will also be Q & A time built into the session.

While this session will primarily be beneficial to non-contentious probate practitioners, the pilot will be reviewed as a proof of concept for the development of other online court services and therefore will potentially be of interest to all members.

The session will be delivered by representatives from the NICTS Probate Office and the NICTS Modernisation Branch.
The vast majority of dealings between solicitors and clients are conducted in an efficient and satisfactory way. However, occasionally problems can arise and when this happens it is important that solicitors deal with the situation efficiently and in accordance with the Solicitors (Client Communication) Regulations 2008.

The Client Complaints Committee is continuing with its series of seminars to assist the profession in understanding the types of complaints received by the Society. It suggests practical ways to avoid complaints arising and outlining procedures to effectively manage complaints when they are received from clients.

**Session 1 - Dealing with Conveyancing Complaints**

*Date: Tuesday 22 February 2022*

Please note this session also covers Compulsory Conveyancing.

This session will be delivered by Alan Reid, Senior Partner, Murlands.

Alan was admitted as a solicitor in Northern Ireland in 1985 and in England and Wales in 2008. He joined Murlands in 1984, becoming a Partner in the firm in 1988 and has been Senior Partner since 2014. He has over 30 years’ experience in both domestic and commercial conveyancing and property matters and acts for several local property developers. He was closely involved in Murlands’ role as a “pilot” firm in advising and helping the Land Registry of Northern Ireland in the initial development and introduction of its LandWeb and e-registration systems.

A part-time Chairman of the Northern Ireland Valuation Tribunal, Alan also serves as a member of the Council of the Law Society of Northern Ireland and sits on a number of its committees including its Conveyancing and Property, Professional Conduct and Professional Liability Committees and he is Chair of the Non-Contentious Business Committee.

**Session 2 - Dealing with Litigation Complaints**

*Date: Thursday 5 May 2022*

This session will be delivered by Colin Mitchell, MTB Solicitors. Colin joined MTB in 1997 and was appointed Partner in 2007. He specialises in uninsured loss recovery, personal injury, specialist banking litigation, unsecured debt recovery and licensing.

He is a former Chair of the Belfast Solicitors’ Association and is now a member of the Council of the Law Society of Northern Ireland. He sits on several committees including the Client Complaints Committee, the Contentious Business Committee, the Education Committee and the Library Services and Publications Committee. Colin is a member of the County Court Rules Committee for Northern Ireland.
Session 3 -
Dealing with Probate Complaints
Date: Wednesday 14 September 2022

This session will be delivered by **Julie Ann Osborne, CMG Cunningham Dickey Solicitors**. Julie Ann joined CMG Cunningham Dickey in March 2018 as a Partner, having worked in two respected rural practices for the previous 15 years. She specialises in all property matters including residential and commercial conveyancing, farms and land transfers, development land purchase and site sales. She acts for a number of residential developers. Julie Ann is a Trust and Estate Practitioner having completed her STEP Diploma and gained Excellence Awards and the highest marks in her year group. She deals with Wills, Enduring Power of Attorney, Trusts, Probate, Inheritance Tax Planning and Controllership Orders. Julie Ann also sits on the STEP NI Committee and is a member of the Elder Law Group. Julie Ann deals with Partnership Disputes, especially farming partnerships. She is a member of the Agricultural Law Association and has recently taken part in a series of talks in conjunction with Rural Support, providing information to farming families on succession planning.

Session 4 -
Dealing with Family Complaints
Date: Wednesday 2 November 2022

This session will be delivered by **Janice Spence, Donaldson McConnell & Co Solicitors**. Janice is the Partner who deals exclusively with all family and matrimonial cases. She is a longstanding member of the Guardian Ad Litem Panel, Children’s Order Panel and a Collaborative Lawyer, as well as a member of Council for the Law Society of Northern Ireland. She sits on several committees including the Client Complaints Committee, the Family Law Committee, the Education Committee and the Professional Conduct Committee.
Beyond Compliance - Getting to Grips with the MLRO Role

Date: Thursday 24 February 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

This session is aimed at MLRO’s (Money Laundering Reporting Officers) in firms and will cover relevant issues including:

- Gatekeeping and Beyond – sources of knowledge and experience;
- A SARs Masterclass - what to expect and what to improve?
- The Training Conundrum;
- Dealing with Law Enforcement.

The session will be delivered by Andrew Coles, Rhino Consulting. Andrew has been a law enforcement officer for the last 35 years. After completing 30 years in policing, during which he was engaged in targeting organised crime gangs through asset denial and financial investigations, he moved to Citi Bank UK. At Citi, Andrew was employed in identifying suspicious activity conducted by high-net-worth individuals and mitigating their activity. He also worked actively with various law enforcement agencies to assist them in the investigation of complex international money laundering activities. Since 2017 he has worked with the National Crime Agency in its Asset Denial branch where he has been employed targeting historic untouchables and removing their criminal assets. Since 2010 Andrew has also been engaged in training law enforcement officers in the use of their powers under the Proceeds of Crime Act. Through his company, Rhino Consulting, he has trained and assisted a range of private clients in AML compliance and target hardening their businesses. Andrew has also worked with the North Macedonia Financial Police and the Judicial Authorities in Kosovo in the delivery of training to law enforcement officers, prosecutors and judges in the use of asset denial powers.

Establishing and Acting for a Charity

Date: Tuesday 1 March 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

This session will look at the legal structures in Northern Ireland suitable for establishing a charity, and the initial matters to raise with charity trustees of a new charity including their duties and liabilities and compliance with the Charities Act (NI) 2008.

To ensure that the session is as topical and relevant as possible the detail of the session will be selected and advertised closer to the time.

This session will be delivered by Edwards & Co Solicitors.
The Society, with input from the National Crime Agency (NCA), is delivering an online webinar aimed at Money Laundering Reporting Officers (MLROs)/Nominated Officers (as per the Money Laundering, Terrorist Financing and Transfer of Funds (Information of the Payer) Regulations 2017).

The NCA, as the body to whom MLROs submit SARs, will discuss from its perspective the SARs regime and why it is in the interests of all parties to continue working together on improved reporting.

Topics to be covered include:

- Overview of the scale of money laundering within the UK;
- How SARs are used and why their individual quality matters;
- Solicitor SAR volumes and quality issues;
- The guidance available;
- What is on the horizon – SAR reform and IT Transformation & Guidance.

The session will be delivered by Khuram Javed - UKFIU Head of Reporter Engagement. Khuram manages the Reporter Engagement function within the UKFIU with a mandate to improve the quality of SARs which facilitates enhanced exploitation of the data. Ultimately this enhances the opportunities to disrupt money laundering. Khuram has worked in a variety of government departments, advising on policy and managing operational teams to deliver core services for the public before specialising in the AML/CTF arena. He is an economic crime professional having served in multiple roles within the UKFIU and wider government departments. He has achieved commendations during his time at the NCA, most recently for his efforts in the disruption of money laundering nationally.
This session will provide a practical overview and guide to the work of the Office of Care and Protection [Patients Section], more commonly known as the OCP.

The OCP is the department of the High Court with responsibility for the administrative work associated with Part VIII of the Mental Health [Northern Ireland] Order 1986. It is responsible for the appointment of ‘Controllers’ – persons who have court authority to manage the finances and property of someone who, through mental incapacity, is unable to manage their own affairs.

The session will provide information on the controllership application process, the duties of an appointed controller and information and guidance in respect of Enduring Powers of Attorney.

The session will be delivered by Olga Edwards, Office Manager, Office of Care and Protection. Olga joined the Northern Ireland Courts and Tribunals Service in 2004 as part of the Children’s Section of the Office of Care and Protection. After 4 years she transferred to the Patients section. She has spent the majority of her career in various roles within the Patients Office and now as Office Manager has responsibility for the Casework, Enduring Power of Attorney and Review Teams.

The Law Society of Northern Ireland boasts a modern and well-equipped Library and Business Centre for its members. It holds a comprehensive collection of electronic and hard copy legal resources together with access to a vast network of external resources and specialised legal collections. The Library also provides a range of services which many solicitors use on a regular basis including its very popular enquiry and research service, the document delivery service, I on the Law current awareness service and the new KnowAll Database, which is an important portal of legal information for practitioners in this jurisdiction.

The Library and Information Service is once again running its in-depth Compact Legal Research Courses for solicitors. The emphasis of the course will be very much “hands on” with participants encouraged to use the resources and facilities available to develop their legal research strategies and techniques. The course is led by Heather Semple, the Society’s Head of Library and Information Services.
The course is very well received with previous delegates stating:

“Excellent course – will be invaluable back in the office.”

“I have discovered new information and new knowledge about the LSNI Library services – thank you!”

“Excellent session – KnowAll is a very useful tool.”

“This is an excellent course which should be undertaken by solicitors!”

Topics to be covered will include:

- the law-making and law-finding processes in Northern Ireland and the intricacies of conducting legal research in a small jurisdiction to ensure you are relying on good law;
- whether to use hard copy or electronic resources and the development of search strategies according to the best bibliographical resources available;
- commercial resources available through the Law Society Library;
- use of the KnowAll database;
- an interactive tutorial on best practice, tips and techniques for using the internet for legal research.

The courses can be adapted and tailored according to participant requirements.

The number of places at each session will be strictly capped at 4 to ensure maximum benefit for each participant and compliance with Covid 19 guidance.

We will be unable to cater for anyone who turns up without booking in advance.

To increase accessibility the course will run on the following dates:

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Tuesday 10 May 2022</th>
<th>1.30pm – 4.30pm</th>
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<tr>
<td>Session 2</td>
<td>Wednesday 11 May 2022</td>
<td>10am – 1pm</td>
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<td>Session 3</td>
<td>Tuesday 4 October 2022</td>
<td>1.30pm – 4.30pm</td>
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<td>Session 4</td>
<td>Wednesday 5 October 2022</td>
<td>10am – 1pm</td>
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<td>Session 5</td>
<td>Tuesday 6 December 2022</td>
<td>1.30pm – 4.30pm</td>
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<tr>
<td>Session 6</td>
<td>Wednesday 7 December 2022</td>
<td>10am – 1pm</td>
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INDEPENDENT CUSTODY VISITORS – ROLE IN PROTECTING THE RIGHTS OF THOSE IN CUSTODY – WHAT THEY CAN AND CANNOT DO

Date: Wednesday 9 March 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

Click here to book

Independent Custody Visitors make unannounced visits to police custody suites to check on the welfare of detainees, to ensure they have been given their rights and to prevent ill-treatment. Similar systems exist in many countries around the world. In England and Wales, the system was set up following the Brixton disturbances in 1981 and in Northern Ireland it followed a recommendation made by Patten. The system is also designed to comply with the Protocol to the United Nations Convention Against Torture, Cruel and other Inhuman or Degrading Treatment or Punishment.

This session will set out the role of these visitors, interviews with detainees and how they can help to protect your clients.

This session will be delivered by John Wadham. John is a solicitor (non-practising) and started his career as a defence solicitor in London. He is an independent expert on equality and human rights employed by the Council of Europe, the United Nations and the Commonwealth Secretariat. He is currently the Human Rights Advisor to the Northern Ireland Policing Board. John is also a member of the Human Rights Committee of the Law Society of England and Wales.

Previously, he was General Counsel for the Equality and Human Rights Commission (England and Wales) and the Deputy Chair of the Independent Police Complaints Commission (England and Wales). Between 1995 and 2003 he was the Director of Liberty (the National Council for Civil Liberties).

LEGAL SERVICES AGENCY NORTHERN IRELAND: INFORMATION AND AWARENESS WEBINAR

Date: Thursday 10 March 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

Click here to book

This information and awareness session will be delivered by experienced staff from LSANI. They will provide information to members on making applications and payment requests. The speakers will provide guidance and advice on common errors with the applications process and claims for payment, with an aim to reducing delay and queries and improving the process for all involved.

The session will be delivered by:

- **Joanne McGaffin** – Head of Financial Eligibility & Civil Authorities;
- **Colette Donaghy** – Head of Exceptionality & Criminal Authorities;
- **Karen Burke** – Head of Appeals & Reviews Administration Unit (Acting);
- **Neil Wilson** – Head of Payments & Compliance and Training Unit (Acting).
This session will provide an insight into the Society's inspection and monitoring compliance regime.

The seminar will outline the desk-based review process including the information that is required by the Society, the types of queries raised, the documents requested and the common issues that the Society’s Monitors encounter.

The discussion will endeavour to better equip firms and practitioners to respond effectively to desk-based review.

This webinar will be delivered by the Society’s **Head of Professional Conduct, John Mackell**. Admitted to the Roll of Solicitors in Northern Ireland in 2004 and the Roll in Republic of Ireland in 2008 he spent over 10 years in private practice primarily in the areas of Criminal Law, Litigation and Public Law. He holds professional qualifications in both Mediation and Investigatory Practice. He was previously appointed by the Minister of Justice as Presiding Member of the Civil Legal Services Appeals Panel for Northern Ireland and was formerly an appointed Legal Chair of the Health and Social Care Board’s Disciplinary Panel. He currently acts as Secretary to the Society’s Remuneration Panels.
Session 1 -
Radiology - Common Challenges and Errors

Date: Thursday 24 March 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

This session will be delivered by Dr Gavin Briggs, Consultant Radiologist. Gavin trained in Northern Ireland and London and spent 8 years as a consultant radiologist in the Southern Trust, Northern Ireland where he was lead for Neuro, Head and Neck and Breast Imaging. His management roles include Director of Breast Screening and Regional QA Lead Radiologist for the Northern Ireland Breast Screening Programme. His practice incorporates all aspects of general and emergency radiology, including non-vascular interventional procedures such as image guided biopsy and drainage. His areas of specialist interest are head and neck radiology, neuro-imaging, breast radiology and quality assurance.

Session 2 -
Clinical Negligence End of Year Conference

Date: Friday 2 December 2022
Time: 1pm – 3pm
Cost: £70 + VAT
CPD hours: 2 Group Study

The Clinical Negligence Mini Conference will include a round-up of relevant case law and expert speakers. Further details will be issued in due course to ensure that the content is as current and topical as possible.

Further topical Clinical Negligence sessions will be added to the series during 2022.
This seminar will discuss Inheritance Tax planning to make maximum use of Transferable Nil Rate Band and the Residential Nil Rate Band. Topics to be covered will include:

- the impact of gifts made during a lifetime;
- APR/BPR on tax calculation;
- important considerations in relation to tax calculations.

The session will be delivered by Angela Keery, Head of Tax at Baker Tilly Mooney Moore. She specialises in helping family businesses plan for the future and works with a wide variety of corporate tax clients, including family-owned businesses, growing businesses and entrepreneurs. Angela advises High Net Worth individuals on tax planning and provides consultancy for accountancy firms, tax practitioners and professional advisers as well as regularly lecturing.

This seminar will update practitioners on the HIA Redress Scheme with a focus on best practice in dealing with vulnerable clients and a practical look at what services are available to support solicitors and their clients through the application process.

The session will include presentations from representatives including the Commissioner for Survivors of Institutional Childhood Abuse, the HIA Redress Board and the Victims and Survivors Service. Full details will be made available early in 2022.
This session will provide essential guidance to Ancillary Relief practitioners. Master Bell will discuss areas of interest and relevance. There will also be a Q and A session where areas of concern can be discussed.

The session will be delivered by Master Evan Bell. Master Bell practised as a Solicitor in the public sector between 1979 and 2006 when he was appointed as a Queen’s Bench and Matrimonial Master.

Master Bell was educated at Queen’s University, Belfast and graduated with an Honours Degree in Law. He was admitted as a Solicitor in September 1979, obtained a PhD at Queen’s in 1989 and an MBA from the Open University in 2001. He has been employed in a variety of roles in the public sector over a number of years including with the Department of the Director of Public Prosecutions for Northern Ireland.

He is joint author of three books and numerous law journal articles and has lectured at a variety of conferences outside the jurisdiction of Northern Ireland.
This series is aimed at criminal practitioners and will discuss how to identify key issues at the outset of the case and how to prepare, litigate and advocate in confiscation and restraint proceedings.

Session 1 -
Confiscation Proceedings – Basic Level
Date: Tuesday 5 April 2022

Session 2 -
Confiscation Proceedings – Advanced Level
Date: Tuesday 12 April 2022

These sessions will be delivered by Ian Whitehurst. Ian practises predominantly from Exchange Chambers in Liverpool and has recently been called to the Bar of Northern Ireland. He specialises in serious organised crime, fraud, confiscation and has a particular interest in cybercrime and data protection issues. He defends and prosecutes in equal measure and has been appointed to the Regulatory List of Counsel to undertake the most complex technical regulatory offences on behalf of the Prosecution.

He is ranked in the leading legal directories for serious crime, fraud, confiscation and regulatory law. He has lectured extensively in England and has lectured at Ulster University, Galway University and University College, Dublin. In 2022, Ian is scheduled to teach a course on cybercrime in Chicago as well as lecturing in New York and in Canada.
DEMYSTIFYING AML: 2022 SERIES

Date(s): Various – see below
Time: 1pm – 2pm
Cost: £35 + VAT per session
CPD hours: 1 Risk Management per session

Session 1 -
Risk assessments
Date: Thursday 7 April 2022

This session will explore in more detail what a Practice Wide Risk Assessment (PWRA) should contain, how to undertake an assessment and what it should take account of. Client and matter risk assessments must directly link to the PWRA and details of what should be included in those assessments will be covered. The session will include a Q & A component.

Session 2 -
Source of funds/source of wealth
Date: Wednesday 26 October 2022

This session will focus on source of funds and source of wealth. The Legal Sector Affinity Group guidance provides considerable detail including the need to have a procedure to facilitate an understanding of the client’s source of funds/wealth and the level of evidence required, which will be explored. The session will include a Q & A component.

The AML sessions will be delivered by Alison Matthews. Alison is the Director of Quality and Risk at Shoosmiths. With her team, she is responsible for all quality/risk/compliance issues at the firm, including anti money laundering (AML), data protection, FCA and professional conduct. She is renowned as one of the UK’s leading experts on AML and professional conduct, having won numerous awards as the UK’s anti-money laundering adviser of the year for the last 6 years in succession.

Alison was a member of, and latterly Chair of, the Law Society’s Money Laundering Taskforce, lobbying on the 2nd and 3rd European Money Laundering Directives and a key member of the government’s Money Laundering Advisory Committee.

She is the author of the AML Toolkit (1st, 2nd and 3rd Editions) and the Data Protection Toolkit (1st and 2nd Editions) published by the Law Society of England and Wales and is a regular contributor to legal publications.

She has her own consultancy business lecturing on AML, data protection and professional conduct for all the UK Law Societies, providing a wide range of compliance services/advice/internal training to solicitors, including drafting legislation and conduct rules for offshore Law Societies.

She served as an investment business executive in professional ethics at the Law Society for 10 years, before spending 11 years in private practice, then joining Shoosmiths in 2015. She was a key policy adviser on financial services (involved in the creation of the designated professional body regime) as well as the guidance expert on those issues. Her expertise in court of protection work led to her being a member of the joint committee of The Law Society and the Court of Protection.

Completion of this 2 part Series will lead to full compliance with the 2022 Compulsory Risk Management requirement. Any additional Risk Management hours completed can be transferred into the Group Study category.
ENGAGING WITH THE LAY COMPLAINANT

Date: Wednesday 11 May 2022
Time: 1pm – 2.30pm
Cost: £52.50 + VAT
CPD hours: 1.5 Group Study

This session will include:

- an overview of the current complaints landscape - John Mackell, Head of Professional Conduct, Law Society of Northern Ireland;
- dealing with complaints from the perspective of the LSNI Client Complaints Committee – Reg Rankin, Chair of the Client Complaints Committee, Law Society of Northern Ireland;
- the work of the Legal Services Oversight Commissioner including report findings, views, comments and observations on how solicitor firms could improve complaint management – Marian Cree, Legal Services Oversight Commissioner.

The session will be delivered by:

John Mackell - Head of Professional Conduct, Law Society of Northern Ireland
John was admitted to the Roll of Solicitors in Northern Ireland in 2004 and in the Republic of Ireland in 2008. He spent over 10 years in private practice primarily in the areas of Criminal Law, Litigation and Public Law. He holds professional qualifications in both Mediation and Investigatory Practice. He was previously appointed by the Minister of Justice as Presiding Member of the Civil Legal Services Appeals Panel for Northern Ireland and was formerly an appointed Legal Chair of the Health and Social Care Board’s Disciplinary Panel. He currently acts as Secretary to the Society’s Remuneration Panels.

Reg Rankin – Chair of Client Complaints Committee
Reg was admitted onto the Roll as a solicitor in 1990. He has been a Partner/Director in Breen Rankin Lenzi since its formation in April 2007.

Reg was Chairman of the Belfast Solicitors Association from November 2011 until November 2012. He has been on the Council of the Law Society of Northern Ireland since 2017 and has chaired the Client Complaints Committee since December 2018. Reg also assisted in compilation of the most recent edition of the Guidelines for the Assessment of General Damages in Personal Injury Cases in Northern Ireland (The Green Book).

Marian Cree – Legal Services Oversight Commissioner
Marian Cree has held the position of Legal Services Oversight Commissioner since 1st April 2017. Her appointment was for an initial term of 3 years and has recently been renewed for a further 3 years.

Marian’s career has been varied. She left school aged sixteen and joined the Northern Ireland Civil Service, spending the next thirty-two years working across a wide range of posts including Head of Learning and Curriculum Policy within the Further Education Division with lead responsibility in NI for the Reform and Regulation of Vocational Qualifications and the curriculum within the FE sector. In more recent years she was the Head of Energy Policy at the Consumer Council NI (CCNI) with responsibility for developing policies in line with CCNI’s statutory duties on all aspects of the energy market in NI.

Marian was the initial appointee as the Head of the Competition and Markets Authority (CMA) Office NI office when it opened in May 2015 and was involved in a number of the CMA Market Studies including Energy, Legal Services, Pay Day Loans, Care Homes and Banking.
LEGAL BOOKKEEPING COURSE

Date(s): Various – see below
Time: 9.30am – 1pm
Cost: £90 + VAT per session
CPD hours: 3 Group Study per session

This course is aimed at those people within a legal practice who are involved in bookkeeping/finance. The session is designed to assist those attending to review and update their current knowledge and will also discuss the implications of the current Solicitors’ Accounts Regulations which came into effect on 1st June 2014.

Topics to be covered include:

- **Client funds** – what is client money, handling client money, recording receipts, transfer to and from deposit, transfer between client ledgers, accounting for interest, accounting for commission and other ancillary income, payments from the client account, managing residual balances, corrective action if mistakes occur;

- **Office account** – client to office transfers, managing office balances, bills of costs and VAT;

- **Solicitors’ Accounts Regulations** – changes arising from the Solicitors’ Accounts Regulations;

- **Cheque handling and record keeping**;

- **E-banking and security from fraud**.

To increase accessibility the session will run twice:

**Thursday 12 May 2022**  
[Click here to book]

**Thursday 13 October 2022**  
[Click here to book]

The session will assume a level of knowledge consistent with someone who has experience of this function. It will be interactive and practical in nature and therefore numbers will be capped at approximately 16 delegates.

The session will be delivered by experienced professionals in this field – **Brian Speers, Managing Partner, CMG Cunningham Dickey Solicitors** and **Celine Corrigan, Director, Corrigan CA Limited, Chartered Accountants**.
This practical guide to estate administration has been designed to provide maximum benefit to sole practitioners and small/medium firms.

Topics to be covered include:

- Knowing your client;
- Getting instructions;
- Securing the client;
- Missing beneficiaries;
- Administration of estates in general and the most common issues/problems;
- Issues around wills;
- IHT – forms, valuations, IHT by instalments, who pays transfer, specific request for land;
- Deed of variation;
- Farming APR and BPR;
- Charging clauses;
- Thresholds, payments, timelines;
- Estate accounts, accounting for interest, CGT, loss relief, corrective accounting;
- Common pitfalls and how to avoid them.

The seminar will be delivered by Timothy Rankin, Director, Cleaver Fulton Rankin Solicitors. Timothy joined the Private Client Department upon qualification having undertaken his training contract at Cleaver Fulton Rankin. Timothy studied at the University of Manchester and the College of Law, Chester and is qualified to practice in both Northern Ireland and England and Wales.

Timothy carries out work in relation to the drafting of wills and the administration of estates as well as matters relating to capacity such as Enduring Powers of Attorney and other applications to the Office of Care and Protection.

In June 2014 Timothy was elected Secretary of the Executive Committee of the European Young Bar Association - a not-for-profit, multi-national young lawyers’ association founded in 1993 to encourage links between young lawyers throughout Europe. In January 2015 he was elected Chair of the Northern Ireland Young Solicitors’ Association.
**PRESENTING MINORS’ SETTLEMENTS (INCLUDING ADVOCACY SKILLS)**

**Date:** Wednesday 1 June 2022  
**Time:** 1.30pm – 4.30pm  
**Cost:** £90 + VAT  
**CPD Hours:** 3 Group Study

![Click here to book](image)

This interactive course will consider how best to prepare a range of Minors’ Settlements, covering issues and potential pitfalls. It will look at how to effectively handle settlements to include:

- issues around protection of Minors and Persons under a Disability with reference to Mental Capacity legislation;
- costs;
- demystifying medical notes;
- specific advocacy training to enhance your ability to present these cases.

This event in the first instance will be online. If the session becomes a physical event, places may be limited and therefore will be allocated on a first come first served basis.

The session will be delivered by **Fiona Donnelly**, Solicitor, Mediator, Senior Lecturer and Higher Rights Advocacy Assessor (England and Wales).
Alternative Dispute Resolution (ADR) has become central to the justice system. It has been cited as a ‘tool of active case management to be encouraged and facilitated by the courts’. Mediation is one of the most popular forms of ADR and the Society is continuing with its annual series of seminars to ensure that solicitors consider mediation as an option.

The topics to be covered in the 2022 Mediation series are:

**Topic: Mediation for Land Law and Property Disputes**
**Date:** Thursday 9 June 2022

[Click here to book](#)

**Topic: Disputed Wills and Estates – Mediation for Inheritance Disputes**
**Date:** Thursday 17 November 2022

[Click here to book](#)

The seminars will be delivered by **Brian Speers, CMG Cunningham Dickey Solicitors**. Brian is regarded as one of the most experienced solicitor mediators in Northern Ireland and has pioneered the use of mediation for the resolution of commercial disputes. He has lectured extensively in mediation both locally and internationally.
This session will cover various aspects of practice management including Anti – Money Laundering and Counter Terrorist Financing:

- What is AML and Terrorist Financing and how can you recognise it?
- The Law and Reporting Requirements;
- Client Due Diligence;
- Responding to Investigations, Screening, Training and Monitoring Compliance.

There will also be an update on steps solicitors can take to ensure effective Practice Management which will include identifying and improving efficiencies.

This session will be delivered by Shauna McStravick, Director and Roisin Rea, Practice Manager at Cavanagh Kelly.

Shauna joined the firm in 2016 and is a Director in the Business Recovery and Insolvency department. Shauna manages a portfolio of cases covering personal and corporate insolvency.

Shauna is a qualified solicitor who has gained her post qualification experience working on behalf of mainstream lenders in Northern Ireland and the UK providing advice in relation to complex litigation matters. She is a licensed Insolvency Practitioner and also has experience in relation to debt recovery and negotiating payment arrangements and settlements between parties to avoid the litigation process.

Roisin Rea joined the firm in October 2009 having previously spent 6 years in office management. Roisin is responsible for organising and co-ordinating office operations and procedures.

This seminar, in conjunction with the Probate Office, is aimed at assisting solicitors and legal staff who deal with Probate Applications.

The seminar will enhance the understanding of practitioners as to the problem areas in relation to probate applications. It should also result in a greater first-time success rate for applications received benefiting the profession, applicants and the Office.
WELL-BEING OF THE PROFESSION DAY

Date: Friday 7 October 2022
Cost: FREE

SAVE THE DATE

In continuation of the Society’s Well-Being Initiative, now in its 4th year, and to coincide with World Mental Health Day 2022, the Law Society of Northern Ireland will host a Well-being of the Profession Day on Friday 7 October 2022 as a supportive measure for our solicitor membership and their staff.

Further details will be released in the run up to the event and booking links for the various sessions will be made available at that stage.

SOCIAL MEDIA LAW

Date: Wednesday 9 November 2022
Time: 1pm - 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

Click here to book

The Society will once again be running its very well received Social Media Law CPD seminar.

To ensure that the session is as up to date and current as possible the content will be decided upon and circulated closer to the session.

The session will be delivered by solicitors from Mills Selig, Belfast including Emma Hunt, Director, Mills Selig, Belfast. Within Mills Selig, Emma has developed a practice advising on issues arising out of the use of social media and other online forums.
The Charity Commission for Northern Ireland has played a crucial role in enabling charities to meet modern expectations and obligations by providing a firm and fair regulation in which the public can have confidence.

With Regulations continuing to stem from the Charities Act (Northern Ireland) 2008 and greater obligations being placed upon charities, this session will discuss:

- recent developments;
- what charities can expect in 2022;
- highlight decisions of the Charity Tribunal and the High Court;
- cover lessons for the sector arising from the latest casework and investigatory work of the Commission.

This session will be delivered by Colleen Gallagher, Legal Adviser with the Charity Commission.
This practical guide to Drafting Wills will cover:

- Who is the Client?
- Capacity;
- The Golden Rule;
- Commencement;
- Executors;
- Guardians;
- Types of Gift;
- Tax issues;
- Use of the Nil Rate Band and the Residence Nil Rate Band;
- Wills for Business Clients;
- Charitable Gifts.

The seminar will be delivered by **Timothy Rankin, Director, Cleaver Fulton Rankin Solicitors**. Timothy joined the Private Client Department upon qualification having undertaken his training contract at Cleaver Fulton Rankin. Timothy studied at the University of Manchester and the College of Law, Chester and is qualified to practice in both Northern Ireland and England and Wales.

Timothy carries out work in relation to the drafting of wills and the administration of estates as well as matters relating to capacity such as Enduring Powers of Attorney and other applications to the Office of Care and Protection.

In June 2014 Timothy was elected Secretary of the Executive Committee of the European Young Bar Association - a not-for-profit, multi-national young lawyers’ association founded in 1993 to encourage links between young lawyers throughout Europe. In January 2015 he was elected Chair of the Northern Ireland Young Solicitors’ Association.
The annual Sports Law Conference is now an established and anticipated part of the Law Society’s CPD Programme. We have had many high profile and expert presenters over the years offering practitioners a unique opportunity to hear from leaders in the sporting field – and the 2022 Conference will continue in this vein.

2022 will be a particularly special Conference, as it is the 10th Sports Law Conference. Year on year many of our key contributors have joined us without fail, as either an attendee or guest presenter and we are grateful to our ever-growing attendee base. We will celebrate this unique milestone alongside our Conference partner, the NI Sports Forum - the recognised umbrella organisation for the voluntary sector of sport in Northern Ireland. Whilst we held our 2021 Conference online, we hope to return to an in-person event to celebrate this milestone.

Please sign up now to secure your place which in the first instance will be online. If this Conference becomes a physical event, places may be limited and therefore will be allocated on a first come first served basis.
ACCOUNTS REGULATIONS – WHAT YOU NEED TO KNOW!

Date: Wednesday 7 December 2022
Time: 1pm – 2pm
Cost: £35 + VAT
CPD hours: 1 Group Study

Click here to book

This session will examine the key aspects and rationale for the various Regulations. It will also identify common breaches and discuss ‘tell-tale’ signs to look out for when monitoring compliance.

The presentation will be particularly beneficial to senior practitioners by way of a refresher, and to newly appointed partners. It may also be of benefit to practice bookkeepers.

The session will be delivered by Gabriel Greene – Director, GMcG’s Forensic Accounting & Investigations Team. A highly experienced Expert Witness and Forensic Accountant, Gabriel joined GMcG’s Belfast office in 1997 and was appointed Partner in 2004. He specialises in the quantification of claims for loss of earnings, pension and other benefits arising from personal injury claims with a particular interest in those involving catastrophic injuries. As well as developing and leading the firm’s E-Discovery service, Gabriel also leads GMcG’s financial crime and investigation team which has seen him work on some of the largest and most complex financial crime and proceeds of crime cases in Northern Ireland, a number of which have included multi-jurisdiction aspects. Gabriel also manages a varied portfolio of commercial dispute and professional negligence cases. He regularly delivers technical update presentations for a range of professional bodies including Chartered Accountants Ireland, the Law Society of Northern Ireland, the Bar Council and Solicitors Associations across Northern Ireland.
The aim of this session is to encourage participants to consider their work/life balance, outline practical strategies to reduce work-related stress and identify self-care tips.

Topics to be covered will include:

- Benefits of maintaining good mental health and wellbeing;
- Challenges of life and work;
- Understanding more about stress;
- Practical strategies including time-management, prioritising and effective email usage;
- Self-care tips;
- Signposting to resources and support.

This webinar is aimed at anyone working in the legal sector. It covers stress management and provides tips for improving both time and email management, focusing on practical strategies and self-care.

The session will be delivered by Trish McTellan, LawCare. Trish is LawCare’s Co-ordinator for Scotland and Northern Ireland. Admitted as a solicitor in England and Wales in 1989, she was a Family Law Practitioner in North East England prior to joining LawCare in January 2005.

LawCare is an independent charity offering emotional support, information and training to the legal community in the UK and Ireland. They work to promote good mental health and wellbeing in legal workplaces and drive change in education, training and practice.

For further information please email: cpd@lawsoc-ni.org