CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

Solicitors are required to undertake relevant education and study to maintain and develop professional knowledge, skills and ethical awareness. The minimum CPD requirements are summarised below.

For full details of the CPD scheme and requirements please refer to the Guidelines for Compliance with Solicitors Training (CPD) Regulations 2004 detailed in the 2020 CPD Record Card.

Solicitors may be entitled to an exemption from some or all of the CPD requirements. For exemptions please refer to Page 3 of the 2020 CPD Record Card.

**SUMMARY of CPD Requirements**

For a full time practising solicitor who is not entitled to any exemptions (exemptions are listed on page 3 of the 2020 CPD record card) the following CPD hours must be completed:

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

The remaining minimum 10 hours (General Group Study) required, should include:

- A minimum of 3 Client Care and Practice Management CPD hours
- A minimum of 2 hours Compulsory Risk Management CPD hours (only if you are a solicitor in Private Practice)
- A minimum of 3 Compulsory Conveyancing CPD hours (only if applicable i.e. if the solicitor undertakes or is involved in conveyancing transactions)

The remaining hours required to fulfil the 10 hours of seminar/lecture attendance may be made up of General Group Study hours and/or Client Care and Practice Management Hours.

**Additional guidance on Compulsory Risk Management**

The Compulsory Risk Management CPD requirement can be met by either attending a seminar, or by completing the two hour Compulsory Risk Management webinar.

If an individual attends a Risk Management seminar, then the two hours count as Group Study, and must be recorded in the Group Study section of the their CPD card. (Section B, page 4)

If an individual completes the training via the webinar, then this counts as Private Study and must be recorded in the Private Study section of their CPD card. (Page 7 of the 2020 CPD Record Card)

While the Risk Management element is listed under Group Study, in the CPD Record Card, it can be completed as:

- a seminar, and recorded as Group Study
- a webinar, and recorded as Private Study

Please note webinars are not recognised under any other category other than Private Study, as detailed in the Guidelines for Compliance with Solicitors Training (CPD) Regulations 2004. (Section 3, page 2 of the CPD Record Card)

**EXEMPTIONS**

There are no exemptions from the Compulsory Risk Management Requirement or the Conveyancing requirements, if these apply.
Guidance notes for compliance with the requirement to complete 2 hours Compulsory Risk Management CPD for 2020.

• All Principals, Consultants and Assistant Solicitors in private practice (PPP, PPC, and PPAs) are required to complete 2 hours’ Risk Management CPD covering the following topics:
  1. Letters of Engagement;
  2. Operation of the Master Policy and what a solicitor needs to know;

• The requirement to complete the 2 hours’ Risk Management CPD is in addition to the requirement to complete 3 hours of Client Care and Practice Management.

• There is no increase in the overall total of required CPD hours per year.

• A bespoke 2 hour Law Society module costing £30 will cover the required topics. It will be delivered in a number of venues and will also be available as an alternative by way of webinar.

• Members may fulfil this requirement by attending other risk management courses which cover each of the three topics and must be in a position to provide evidence of their attendance at such other courses, to satisfy the Society of their compliance, in accordance with the Society’s normal procedure.

• If members access the Risk Management webinar, it will count as part of the 2 hours of Private Study Requirement.

• If members attend in person it will count as 2 hours of General Group Study.

• The general Exemptions numbered 1-7 in the CPD Record Card do not apply to those required to complete Compulsory Risk Management CPD namely, Principals. Consultants and Assistant Solicitors in private practice.

• You are reminded that CPD Compliance is a regulatory requirement and that the Society will take into account your CPD compliance when exercising its wider regulatory functions.
CONTINUING PROFESSIONAL DEVELOPMENT
Seminar Programme - Summary table

January - December 2020

Full details of all seminars are included in this brochure.

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Please note that events colour coded pink/green can be used as Compulsory Conveyancing CPD and/or General Group Study CPD.
Please note that events colour coded yellow/green can be used as Compulsory Risk Management CPD and/or General Group Study CPD.
Please note that events colour coded blue/green can be used as Client Care and Practice Management CPD and/or General Group Study CPD.
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<td>Wednesday, 18 November 2020</td>
<td>Enforceability of Unusual Covenants in Title Deeds</td>
<td>Law Society House, Belfast</td>
<td>10</td>
</tr>
<tr>
<td>Friday, 20 November 2020</td>
<td>Immigration Conference</td>
<td>Belfast, Venue to be confirmed</td>
<td>23</td>
</tr>
<tr>
<td>Thursday, 26 November 2020</td>
<td>Social Media in 2020</td>
<td>Law Society House, Belfast</td>
<td>37</td>
</tr>
<tr>
<td>Wednesday, 2 December 2020</td>
<td>Wellbeing in the Workplace</td>
<td>Law Society House, Belfast</td>
<td>38</td>
</tr>
<tr>
<td>Thursday, 3 December 2020</td>
<td>Dealing with Bereaved Clients and those experiencing Emotional or Difficult Circumstances</td>
<td>Law Society House, Belfast</td>
<td>38</td>
</tr>
<tr>
<td>Friday, 4 December 2020</td>
<td>Growing a Business</td>
<td>Law Society House, Belfast</td>
<td>39</td>
</tr>
<tr>
<td>Tuesday, 8 December 2020</td>
<td>Managing Litigation Complaints</td>
<td>Law Society House, Belfast</td>
<td>29</td>
</tr>
<tr>
<td>Tuesday, 8 December 2020</td>
<td>Law Society Library and Information Service: Library Compact Research Course</td>
<td>Law Society House, Belfast</td>
<td>20</td>
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<tr>
<td>Wednesday, 9 December 2020</td>
<td>Law Society Library and Information Service: Library Compact Research Course</td>
<td>Law Society House, Belfast</td>
<td>20</td>
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<tr>
<td>Wednesday, 9 December 2020</td>
<td>Conveyancing Lunchtime Series</td>
<td>Law Society House, Belfast</td>
<td>10</td>
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<tr>
<td>Wednesday, 9 December 2020</td>
<td>A 2020 vision of legal practice management in Northern Ireland</td>
<td>Killyhevlin Hotel, Enniskillen</td>
<td>12</td>
</tr>
<tr>
<td>Thursday, 10 December 2020</td>
<td>A 2020 vision of legal practice management in Northern Ireland</td>
<td>Law Society House, Belfast</td>
<td>12</td>
</tr>
<tr>
<td>Monday, 14 December 2020</td>
<td>Half-Day Mini Conveyancing Conference</td>
<td>City Hotel, Derry/Londonderry</td>
<td>39</td>
</tr>
<tr>
<td>Wednesday, 16 December 2020</td>
<td>Investing for Vulnerable Individuals</td>
<td>Law Society House, Belfast</td>
<td>15</td>
</tr>
</tbody>
</table>

For further information or to book a place on any of these courses please email: cpdbookings@lawsoc-ni.org
<table>
<thead>
<tr>
<th>Client Care and Practice Management</th>
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</thead>
<tbody>
<tr>
<td><strong>General Group Study/ Compulsory Conveyancing</strong></td>
<td>Please note that events colour coded pink/green can be used as Compulsory Conveyancing CPD and also General Group Study CPD.</td>
</tr>
<tr>
<td><strong>General Group Study</strong></td>
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</tr>
<tr>
<td><strong>Compulsory Risk Management/ General Group Study</strong></td>
<td>Please note that events colour coded yellow/green can be used as Compulsory Risk Management CPD and also General Group Study CPD.</td>
</tr>
<tr>
<td><strong>Client Care and Practice Management/ General Group Study</strong></td>
<td>Please note that events colour coded blue/green can be used as Client Care and Practice Management CPD and also General Group Study CPD.</td>
</tr>
</tbody>
</table>
Further to the introduction of Compulsory Conveyancing CPD in January 2014, the Society has once again organised a series of lunchtime Conveyancing CPD events for 2020. The events will take place over the course of the year and in various locations to make them as accessible as possible to all conveyancing solicitors. All sessions will run for 1 hour, cost £35 and attract 1 Compulsory Conveyancing/General Group Study CPD hour.

In addition to the lunchtime sessions, the Society will also be offering Comprehending Conveyancing workshops (a course of 4 workshops from Tuesday 29 September to 20 October 2020) and the Conveyancing Conference on Wednesday 21 October 2020 – details of these events are also included in this brochure.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title and Presenter</th>
<th>Time and location</th>
<th>Cost</th>
<th>CPD Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various – see Time</td>
<td>Home Charter Update</td>
<td>Tuesday 14 January 2020</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
</tr>
<tr>
<td>and Location</td>
<td>Andrew Kirkpatrick, Head of Non Contentious Business, Law Society of Northern Ireland</td>
<td>Killyhevlin Hotel, Enniskillen</td>
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<td>10am - 11am</td>
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<td>Portadown Town Hall</td>
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<td>2pm – 3pm</td>
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<tr>
<td>Wednesday 15 January 2020</td>
<td>Managing Conveyancing Complaints</td>
<td>Lodge Hotel, Coleraine</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
</tr>
<tr>
<td></td>
<td>Alan Reid, Murlands Solicitors</td>
<td>10am – 11am</td>
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<td>Adair Arms, Ballymena</td>
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<td>1pm – 2pm</td>
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<tr>
<td>Tuesday 28 January 2020</td>
<td>VAT on Outlays and Disbursements</td>
<td>Silverbirch Hotel, Omagh</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
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<tr>
<td></td>
<td>Lyn Canning Hagan, Director, specialising in Tax and VAT, GMcG Belfast, Chartered Accountants</td>
<td>10am – 11am</td>
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<td>City Hotel, Derry/Londonderry</td>
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<tr>
<td>Wednesday 29 January 2020</td>
<td>Law Society House Update</td>
<td>Canal Court Hotel, Newry</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
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<td>1pm – 2pm</td>
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<tr>
<td>Wednesday 25 March 2020</td>
<td>Managing Conveyancing Complaints</td>
<td>Law Society House, Belfast</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
</tr>
<tr>
<td></td>
<td>Alan Reid, Murlands Solicitors</td>
<td>1pm – 2pm</td>
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<tr>
<td>Wednesday 22 April 2020</td>
<td>VAT on Outlays and Disbursements</td>
<td>Law Society House, Belfast</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
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<tr>
<td></td>
<td>Lyn Canning Hagan, Director, specialising in Tax and VAT, GMcG Belfast, Chartered Accountants</td>
<td>1pm – 2pm</td>
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<tr>
<td>Date</td>
<td>Title and Presenter</td>
<td>Time and location</td>
<td>Cost</td>
<td>CPD Hours</td>
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<tr>
<td>Wednesday 20 May 2020</td>
<td>Hold the Date Commercial Conveyancing Issues</td>
<td>Law Society House, Belfast 1pm – 2pm</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
</tr>
<tr>
<td>Various – see Time and Location</td>
<td>Drafting Deeds Steven Cockcroft, Johns Elliot solicitors</td>
<td>Tuesday 09 June 2020 City Hotel, Derry/Londonderry 1pm – 2pm</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
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<td></td>
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<td>Wednesday 10 June 2020 Canal Court Hotel, Newry 9.30am – 10.30am Belfast, Venue To Be Confirmed. 1pm – 2pm</td>
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<tr>
<td>Various – see Time and Location</td>
<td>Management Companies – An Overview Steven Cockcroft, Johns Elliot solicitors</td>
<td>Tues 15 September 2020 Killyhevlin Hotel, Enniskillen 1pm – 2pm</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
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<td>Wednesday 16 September 2020 Canal Court Hotel, Newry 9.30am – 10.30am</td>
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<td>Wednesday 16 September 2020 Law Society House, Belfast 1pm – 2pm</td>
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<tr>
<td>Wednesday 18 November 2020</td>
<td>Enforceability of Unusual Covenants in Title Deeds Mark Orr QC</td>
<td>Canal Court Hotel, Newry 10.00am – 11.00am</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
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<td>Law Society House, Belfast 1pm – 2pm</td>
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<td>Wednesday 09 December 2020</td>
<td>TBC</td>
<td>Law Society House, Belfast 1pm – 2pm</td>
<td>£35</td>
<td>1 Compulsory Conveyancing/General Group Study</td>
</tr>
</tbody>
</table>
INJUNCTIONS IN THE CONTEXT OF SOCIAL MEDIA

Dates: Various – see below
Time: 1pm – 2pm (Lunch and Registration from 12:30pm)
Venues: Various – see below
Cost: £35

CPD Hours: 1 General Group Study

1. Friday 17 January 2020  Law Society House, Belfast

Charlene Dempsey solicitor, HHD solicitors and Peter Hopkins BL will discuss the ever growing area of injunctions involving social media platforms looking at these cases from the solicitor and counsel perspective. They will consider some of the leading cases in Northern Ireland including:

• CG v Facebook Ireland & Another [2016] NICA 54,
• J20 v Facebook Ireland Ltd [2017] NICA 48 and
• XY v Facebook Ireland Ltd [2012] NIQB 96

and the legal issues arising in respect of liability and quantum.

2. Friday 19 June 2020  Killyhevlin Hotel, Enniskillen

This session will be delivered by Charlene Dempsey solicitor, HHD solicitors.

ELDER LAW AND CAPACITY CONFERENCE 2020 – DEPRIVATION OF LIBERTY

Date: Thursday 6 February 2020
Time: 1pm – 4pm
Venue: Law Society House, Belfast
Cost: £90

CPD Hours: 3 Client Care & Practice Management

The theme of the Elder Law and Capacity Conference this year will be “Deprivation of Liberty”.

This theme will be of particular interest to members in light of the introduction of the first tranche of the Mental Capacity (NI) Act 2016 which will undoubtedly impact on elderly and incapacitated clients and their support networks.
GIFTS, ESTATE PLANNING AND IHT MITIGATION BY ATTORNEYS UNDER ENDURING POWERS OF ATTORNEY AND BY CONTROLLERS – REFLECTIONS ON THE IMPACT OF THE DECISION IN JMA (PBC V) 2018 EWCOP 19

Date: Tuesday 11 February 2020
Time: 1pm – 2pm (Lunch and Registration from 12:30pm)
Venue: Law Society House, Belfast

Cost: £35

**CPD Hours: 1 General Group Study**

The session will be of interest to solicitors who undertake private client work particularly where issues of Elder Client and Capacity and Estate Planning are involved.

In the light of the decision in JMA (PBC v) 2018 EWCOP 19, the theme of the presentation is to encourage practitioners to consider ‘how to keep clients informed and to cultivate their interest in the next generation – the importance of proactivity by practitioners in Estate Planning’.

This session will be delivered by Jonathan Hool TEP, Hool Law Ltd. Jonathan is Managing Director and Head of the Property and Private Clients Departments of Hool Law Ltd. He is an accredited Mediator and Member of the Chartered Institute of Arbitrators.

A 2020 VISION OF LEGAL PRACTICE MANAGEMENT IN NORTHERN IRELAND

Dates: Various – see below
Time: 2pm – 5:15pm (Lunch and Registration 1:30pm)
Venues: Various Venues – see below

Cost: £100 per session

**CPD Hours: 3 Client Care and Practice Management per session**

With increased regulation, comes increased demands on solicitors. This event provides an opportunity to review and refresh thinking on what is required in running a business which happens to be a solicitor’s firm – ranging from business plans, cash flow and reserves, time management to succession planning – while also considering what can be done to avoid common breaches of the Solicitors Accounts Regulations 2014 and the Money Laundering Regulations 2017. The event will also look at the regulatory and disciplinary landscape for solicitors.

Speakers will include:

Catherine McKay – Head of Regulation, Law Society of Northern Ireland
Steven Goldblatt – Chief Executive Officer, Leaf, IT Managed Services Provider
Gabriel Greene – Director, GMcG, Chartered Accountants
Martin Hanna – Partner, Francis Hanna & Co, Solicitors

**Wednesday 12 February 2020**  
City Hotel Derry/Londonderry

**Thursday 13 February 2020**  
Canal Court Hotel, Newry

**Wednesday 9 December 2020**  
Killyhevlin Hotel, Enniskillen

**Thursday 10 December 2020**  
Law Society House, Belfast
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. To increase accessibility the sessions will take place in a variety of locations and at various different stages of the year.

1. Tax Year End Planning Opportunities

**Tuesday 25 February 2020**

**1pm – 2pm**

Law Society House, Belfast

**Cost: £20**

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;
- Pension Lifetime Allowance and protections available for those with large pension pots;
- ISA types and limits.

Case studies will be used to highlight opportunities and vulnerabilities.

**CPD hours: 1 Client Care and Practice Management**

2. Pension Options in Divorce and the impact of Pension Freedoms Legislation

**Wednesday 29 April 2020**

**1pm – 2pm**

Law Society House, Belfast

**Cost: £20**

Frequently a party’s pension can be the biggest asset in a marriage with available cash and property values decreasing. This session will look at pension options in divorce and the impact of pension freedoms legislation.

The topics to be covered include:

- Overview of the Pension Freedoms legislation and the impact on existing pension plans;
- Overview of the main options for pensions in a divorce settlement and their relative pros and cons:
  - Earmarking;
  - Offsetting;
  - Sharing;
- Impact on an individual’s tax position and Pension Lifetime Allowance;
- Consequences for Lifetime Allowance Protections (Primary, Enhanced, IP/FP 12, 14 & 16) including pitfalls to avoid;
- Benefits of Financial Scenario Modelling to validate, challenge or agree asset split;
- Implications of non-funded statutory pension schemes.

Case studies will be used to highlight opportunities and vulnerabilities.

**CPD hours: 1 Client Care and Practice Management**

Wednesday 13 May 2020 1pm – 2pm  Law Society House, Belfast
Cost: £20

This session is aimed at clients in the earlier part of their career and will cover the following topics:

• The difference between financial planning and financial advice;
• An explanation of typical employer benefits and quantification of their worth;
• The protection policies that all young solicitors should be considering;
• How mortgages work and the important aspects to compare;
• Savings vehicles for clients at the start of their career.

Case studies will be used to highlight opportunities and vulnerabilities.

CPD hours: 1 Client Care and Practice Management

4. Business Protection – The vulnerabilities and most common mistakes made by Limited Companies, Partnerships and LLPs

Wednesday 3 June 2020 1pm – 2pm  Law Society House, Belfast (Venue to be confirmed).
Cost: £20

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.

Case studies will be used to highlight opportunities and vulnerabilities.

CPD hours: 1 Client Care and Practice Management

5. Estate Planning using trusts and other mitigation strategies

Tuesday 8 September 2020 1pm – 2pm  Law Society House, Belfast
Cost: £20

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.

Case studies will be used to highlight opportunities and vulnerabilities.

CPD hours: 1 Client Care and Practice Management
6. Pension planning in detail

Wednesday 7 October 2020  
1pm – 2pm  
Law Society House, Belfast  
Cost: £20

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.

Case studies will be used to highlight opportunities and vulnerabilities.

CPD hours: 1 Client Care and Practice Management

7. Law Society (NI) Financial Advice Roadshow

This will be a 90 minute session combining “best bits” information from the sessions detailed above that are taking place in Belfast. It will comprise:

- Estate Planning using trusts and other mitigation strategies;
- Income Tax and Capital Gains Tax mitigation strategies;
- Retirement planning strategies;
- The new freedoms for withdrawals from pensions for individuals and their dependants;
- Business Protection for partnerships and limited companies.

To increase accessibility this session will take place in the following locations:

Cost: £25  Registration and Refreshments at 12:30pm

Tuesday 10 November 2020  
1pm – 2.45pm  
City Hotel, Derry/ Londonderry

Wednesday 11 November 2020  
1pm – 2.45pm  
Silverbirch Hotel, Omagh

Thursday 12 November 2020  
1pm – 2.45pm  
Canal Court Hotel, Newry

Case studies will be used to highlight opportunities and vulnerabilities.

CPD hours: 1.5 Client Care and Practice Management

8. Investing for vulnerable individuals

Wednesday 16 December 2020  
1pm – 2pm  
Law Society House, Belfast  
Cost: £20

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.

Case studies will be used to highlight opportunities and vulnerabilities.

CPD hours: 1 Client Care and Practice Management
Judicial review is a vital part of the public law system and is an ever present feature of contemporary legal practice. It has continued to grow in importance and scope over recent years - in particular, the scope for Human Rights Act 1998 challenges has given a new emphasis to this important area. The recently issued Judicial Review Practice Direction places an emphasis on careful preparation of pleadings, bundles and authority and requires a collaborative approach to the presentation of judicial review applications by practitioners.

This session will provide an overview of contemporary judicial review practice and procedure in Northern Ireland and provide practical advice and guidance to practitioners. It will specifically cover:

- Pleadings and Preparation
- The Role of the Solicitor
- The Duty of Candour
- Costs and Public Interest Challenges

The seminar will be delivered by **Tony McGleenan QC**.

Dr Tony McGleenan QC was called to the Bar in 1997 having studied at Queen’s University, Belfast and the Honorable Society of the King’s Inns, Dublin. He was appointed Queen’s Counsel in 2011. He has a specialist practice in the area of public law and has appeared in many major public law cases in the High Court and Court of Appeal in Northern Ireland and in the United Kingdom Supreme Court. He was appointed Senior Crown Counsel in September 2013 and leads for government bodies on significant devolved and non-devolved public law litigation in Northern Ireland.
STRATEGIES TO OVERCOME THE BARRIERS TO EFFECTIVE RECRUITMENT IN 2020

Date: Friday 28 February 2020
Time: 1pm – 2pm (Lunch and Registration from 12:30pm)
Venue: Law Society House, Belfast

Cost: £35

CPD Hours: 1 General Group Study

Competition for quality talent is an increasing reality in the legal profession for firms in Northern Ireland. For many law firms ensuring innovative and cost-effective recruitment is a key business priority for 2020 and into the future.

In this workshop, MCS Group will explore practical steps you can take to tackle the growing difficulties in recruiting and retaining quality legal talent. With a focus on time and cost-effective options, key areas for discussion will include:

- Understanding the challenges of the current legal talent market
- Creating an impactful employer offer, ensuring your firm reaches candidates
- Designing an effective recruitment process to help avoid costly duplication and wasted resources

MCS Group is a specialist recruitment company

HOW TO CREATE A LINKEDIN PROFILE FOR BUSINESS – BESPOKE WORKSHOP FOR SOLICITORS

Date: Tuesday 3 March 2020
Time: 10am – 1.30pm
Venue: Law Society House, Belfast

Cost: £90

CPD Hours: 3 Client Care and Practice Management

This practical hands-on workshop will look at how to set up and optimise your LinkedIn Profile to help build your online network and provide another avenue for clients and potential clients.

It will cover:

- Why you should be using LinkedIn;
- How to write your LinkedIn profile;
- Writing your ‘About’ Section;
- How to make productive connections;
- How and what to post on LinkedIn;

Participants will need to bring a laptop to this event as it is a practical workshop.

Attendance at this seminar will fully cover the 2020 Client Care and Practice Management CPD requirement. Any additional Client Care and Practice Management hours gained can be carried over into the General Group Study section.

The session will be delivered by Louise Brogan, Social Bee NI. Louise has a broad range of experience working in IT and Social Media and an exemplary track record in project delivery across a variety of sectors. She has particular expertise in providing social media consultancy and training to organisations in the public and private sector and has delivered social media campaigns for a number of high profile clients across a wide range of industries.
RISK MANAGEMENT 2020

LETTERS OF ENGAGEMENT / OPERATION OF THE MASTER POLICY AND WHAT A SOLICITOR NEEDS TO KNOW / ANTI-MONEY LAUNDERING - COUNTER TERRORIST FINANCING: 5TH MONEY LAUNDERING DIRECTIVE

Dates: Various - See below
Times: Various – See below
Venues: Various – See below
Cost: £30

CPD Hours: 2 Risk Management/General Group Study (attendance at Event)
2 Risk Management / Private Study (Webinar)

All Principals, Consultants and Assistants in private practice (PPC, PPP and PPAs) are now required to complete 2 hours of Compulsory Risk Management CPD training during the practising year.

There is no increase in the overall total number of CPD hours required per year.

The Society has designed a bespoke Law Society of Northern Ireland 2 hour module on Risk Management for which there is a reduced charge of £30.00. This module will cover three key areas and will not only be rolled out across Northern Ireland but will also be available in the alternate as a webinar, at a cost of £30. Details of the webinar will follow in due course.

The topics to be covered in the 2020 Compulsory Risk Management training are:

1. Letters of Engagement;

2. Operation of the Master Policy and what a solicitor needs to know;


The events will take place as follows:

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Wednesday 4 March 2020</td>
<td>10am - 12 noon</td>
<td>Canal Court Hotel, Newry</td>
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<tr>
<td>Wednesday 4 March 2020</td>
<td>3pm - 5pm</td>
<td>Europa Hotel, Belfast</td>
</tr>
<tr>
<td>Wednesday 6 May 2020</td>
<td>1pm - 3pm</td>
<td>Silverbirch Hotel, Omagh</td>
</tr>
<tr>
<td>Wednesday 20 May 2020</td>
<td>1pm - 3pm</td>
<td>City Hotel, Derry/Londonderry</td>
</tr>
<tr>
<td>Wednesday 17 June 2020</td>
<td>10am - 12 noon</td>
<td>Killyhevlin Hotel, Enniskillen</td>
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<tr>
<td>Wednesday 17 June 2020</td>
<td>3pm - 5pm</td>
<td>Glenavon Hotel, Cookstown</td>
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<td>Wednesday 9 September 2020</td>
<td>1pm - 3pm</td>
<td>Europa Hotel, Belfast</td>
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<tr>
<td>Wednesday 30 September 2020</td>
<td>1pm - 3pm</td>
<td>Lodge Hotel, Coleraine</td>
</tr>
<tr>
<td>Monday 12 October 2020</td>
<td>1pm - 3pm</td>
<td>Europa Hotel, Belfast</td>
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For further guidance on the Compulsory Risk Management requirement for 2020 please see page 2.
Presenting Minors’ Settlements (Including Advocacy Skills)

Date: Thursday 5 March 2020
Time: 1.30pm – 4.30pm
Venue: Law Society House, Belfast

Cost: £95

CPD Hours: 3 Client Care and Practice Management

This practical interactive course will consider how best to prepare a range of Minors’ Settlements, covering different issues and potential pitfalls which may arise.

This session will be delivered by Fiona Donnelly, Solicitor, Senior Lecturer, Higher Rights Advocacy Assessor (England and Wales)
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 Libero 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 Research Courses for solicitors. The numbers at each session will be capped at approximately 4 to ensure maximum benefit for each participant. 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 – Libero 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 like Northern Ireland to ensure you are using 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 Libero database;
- part of the session is 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.

Attendance at this seminar will fully cover the 2020 Client Care and Practice Management CPD requirement. Any additional Client Care and Practice Management hours gained can be carried over into the General Group Study section.

The sessions have been extremely popular and booking is essential – please ensure you contact the CPD Department directly and receive a booking confirmation if you want to attend one of the sessions. We will be unable to cater for anyone who turns up without booking in advance. Please inform CPD staff on booking if you have attended this course before as preference will be given to those who have not previously attended.
The course will run on the following dates:

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<th>Session</th>
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<td>1</td>
<td>Tuesday 10 March 2020</td>
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<td>Wednesday 11 March 2020</td>
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<td>Wednesday 4 November 2020</td>
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<td>10</td>
<td>Wednesday 9 December 2020</td>
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MEDIATION SERIES 2020

Dates:  Various – see below  
Time:  1pm – 2pm  
Venue:  Law Society House, Belfast  
Cost:  £35 per session  
CPD Hours:  1 Client Care and Practice Management per session

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 2020 Mediation series are:

**Topic:** What makes a good mediator?  
**Date:** Thursday 12 March 2020

**Topic:** Advocacy in mediation – and why it is different from court advocacy  
**Date:** Tuesday 2 June 2020

**Topic:** Is Mediation still operating in a resistant legal profession?  
**Date:** Tuesday 17 November 2020

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.
ANCILLARY RELIEF - TOPICS OF INTEREST TO PRACTITIONERS BY MASTER NOREEN SWEENEY

Dates: Various – see below
Time: 1pm – 3pm
Venues: Various – See Below

Cost: £70

CPD Hours: 2 General Group Study

This session will deliver essential guidance to Ancillary Relief practitioners in the following areas:

• Inheritances and pre-acquired assets;
• The trend to include behaviour allegations in Core Issues;
• The new Commercial hub and its role in AR.

This session will be delivered by Master Noreen Sweeney. Master Sweeney was called to the Bar in 1986 and appointed Master (Matrimonial) in April 2015. Before taking up appointment Master Sweeney had more than 25 years’ experience in Family Law and particularly the areas of Divorce and Ancillary Relief. She qualified as both a Family Law Mediator and a Civil and Employment Law Mediator and was a member of The Bar of Northern Ireland Mediation Steering Group. Master Sweeney was part of the Review group tasked with reviewing Civil and Family Justice in Northern Ireland and is a member of the Shadow Family Justice Board.

To increase accessibility the session will run as follows:

Friday 13 March 2020 Killyhevlin Hotel, Enniskillen
Friday 20 March 2020 Canal Court Hotel, Newry
A range of Immigration events will be taking place over the course of 2020. The events have been designed to provide timely, relevant and topical updates, advice and guidance for members.

The series will include a session on **Immigration in a post-Brexit Northern Ireland** and a practical session on **Presenting a Case for Hearing before the Immigration and Asylum Chamber**. The series seeks to enhance the knowledge base for practitioners engaging in - or thinking of working in - the field of Immigration and Asylum Law.

An **Immigration Conference** is scheduled to take place on **20 November 2020** with a range of established speakers taking part. **Further details to follow.**

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**Date:** Tuesday 24 March 2020  
**Title:** Immigration in a post-Brexit Northern Ireland  
**Time:** 1pm – 2.30pm  
**Venue:** Law Society House, Belfast  
**Cost:** £50  
**CPD Hours:** 1.5 General Group Study

**Stuart Mc Taggart BL** is in independent practice at the Bar of Northern Ireland specialising in Asylum, Human Rights and European law before the High Court and First and Upper Tier Tribunals (Immigration and Asylum Chamber). Stuart was called in 2001 to both the Bar of England and Wales (Middle Temple Harmsworth Scholar) and to the Bar of Northern Ireland.

**Philip McNally** is a Manager in the Corporate Immigration and Employment Law team, with KPMG Legal Services Ireland. He qualified as a barrister in Northern Ireland in 2011, and his practice focused on immigration law. Philip sits on KPMG’s Brexit subcommittee, and advises both the firm and its clients on the immigration changes due to occur as a result of Brexit.

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**Date:** Tuesday 29 September 2020  
**Title:** Presenting and Preparing a case for hearing before the Immigration and Asylum Chamber (First-tier Tribunal) and Upper Tribunal and Ancillary Proceedings  
**Time:** 12.30pm – 4.30pm  
**Venue:** Law Society House, Belfast  
**Cost:** £150  
**CPD Hours:** 3.5 General Group Study

This practical session will provide guidance and information on the preparation of cases for hearing as well as practical advice when advocating on behalf of a client before the Immigration and Asylum Chamber.

**Fionnuala Connolly BL** was called to the Bar of Northern Ireland in 1996. She worked for several years at the Court of Justice of the European Union in Luxembourg and as a Senior Associate with White and Case LLP in Brussels. Fionnuala is author of Immigration Law in Northern Ireland: A Practitioners Guide (SLS 2011), co-author with William Orbinson Q.C. of Planning and Judicial Review Case Summaries 1976 – 2016 (Planning Online, 2016), Planning and Judicial Review Case Summaries 2018 Update (Planning Online 2018) and Planning and judicial Review Case Summaries 2019 Update (Planning Online 2019). Fionnuala regularly delivers papers on immigration law, human rights, judicial review and administrative law and her areas of practice include immigration law, planning law, EU law, inquests, judicial review, administrative law and human rights. She is Chairperson of the Bar Immigration Practitioners Association (BIPA), President of the Franco-British Lawyers Society for Northern Ireland and the Bar of Northern Ireland representative on the CCBE (Council of Bars and Law Societies in Europe) United Kingdom Delegation. Fionnuala was called to the Bar of Ireland in 2018.
Solicitors who are their firms’ appointed Money Laundering Reporting Officer/Compliance Officer and/or are Sole Principals are invited to attend this half day MLRO Workshop. The Workshop will consider compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and the Money Laundering and Terrorist Financing (Amendment) Regulations 2019 and the risk based approach mandated therein, tailored appropriately having regard to the size of firm. The Workshop will therefore be offered in three different groups and appointed MLROs/Compliance Officers and/or Sole Principals should attend the workshop appropriate to their firm size.

**Firm Size** | **Date** | **Session** | **Time** | **Venue**
--- | --- | --- | --- | ---
Sole Principal | Monday 30 March 2020 | Morning | 10am–1pm | Crowne Plaza Belfast
Sole Principal | Tuesday 31 March 2020 | Morning | 10am–1pm | Killyhevlin Hotel Enniskillen
Sole Principal | Wednesday 3 June 2020 | Morning | 10am–1pm | City Hotel Derry/Londonderry
Sole Principal | Thursday 4 June 2020 | Morning | 10am–1pm | Templepatrick Hilton Hotel
2-4 Principals | Monday 30 March 2020 | Afternoon | 2pm – 5pm | Crowne Plaza Belfast
2-4 Principals | Tuesday 31 March 2020 | Afternoon | 2pm – 5pm | Killyhevlin Hotel, Enniskillen
2-4 Principals | Wednesday 3 June 2020 | Afternoon | 2pm – 5pm | City Hotel Derry/Londonderry
2-4 Principals | Thursday 4 June 2020 | Afternoon | 2pm – 5pm | Templepatrick Hilton Hotel
5 Plus Principals | Friday 5 June 2020 | Morning | 10am–1pm | Belfast, Venue to be confirmed
5 Plus Principals | Friday 5 June 2020 | Afternoon | 2pm – 5pm | Belfast, Venue to be confirmed

Attendance at one of these sessions will fully cover each solicitor’s 2020 Client Care and Practice Management CPD requirement.

In 2018, the Financial Action Task Force found that the UK had one of the toughest systems for combatting money laundering and terrorist financing. Criminals, however, are continuously adapting their methods. Legal professionals must therefore continue to keep informed and up to date, to identify and assess the risks of money laundering and terrorist financing to which their businesses may be subject and to mitigate and manage effectively those risks identified.

Attendance at this course will cover developments in law, good practice and provide practical insights to assist appointed Money Laundering Reporting (MLRO) officers and Compliance officers and their firms with their anti-money laundering and terrorist financing compliance obligations. It will also address how changes from the Fifth Money Laundering Directive will affect solicitor members and their firms.
CRIMINAL CASES REVIEW COMMISSION

Date: Tuesday 31 March 2020
Time: To be Confirmed – (Afternoon 2 hours)
Venue: Law Society House, Belfast

Cost: TBC
CPD Hours: TBC

HOLD THE DATE

INSURANCE IN CORPORATE AND REAL ESTATE TRANSACTIONS

Date: Thursday 30 April 2020
Time: 1pm - 2pm
Venue: Law Society House, Belfast

Cost: £35
CPD Hours: 1 General Group Study

“This session is directed at Corporate and Real Estate solicitors, to demonstrate how insurance can be used to protect clients and enable deals to conclude seamlessly and affordably. Topics covered will include

• Warranty and Indemnity Insurance
• Title to shares and fundamental warranty insurance
• Insuring identified risks in transactions”

This session will be presented by Kirstin Nee of DUAL Asset Underwriting.

UPDATE: THE COMMERCIAL HUB, REVISED PRACTICE DIRECTION (No. 1 OF 2019)

Date: Tuesday 5 May 2020
Time: 4pm – 5pm
Venue: Law Society House, Belfast

Cost: £35
CPD Hours: 1 General Group Study

An Update on the operation of the Commercial Hub and the Revised Practice Direction No 1 of 2019, In The High Court Of Justice In Northern Ireland, Queen's Bench Division (Commercial). This session will be delivered by The Honourable Mr Justice Horner.
This talk will also provide members with details of the introduction of the ‘paperless’ Hub in September 2020.
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.

Thursday 14 May 2020  1pm – 3pm  Killyhevlin Hotel, Enniskillen
Friday 15 May 2020  1pm – 3pm  Law Society House, Belfast

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.

Timothy was elected Chair of the Northern Ireland Young Solicitors’ Association in January 2015 and in June 2014 Timothy was elected Secretary of the Executive Committee of the European Young Bar Association, a not-for-profit, multinational young lawyers association founded in 1993 to encourage links between young lawyers throughout Europe.
This Client Care and Practice Management course is aimed at those people within a legal practice who are involved in the bookkeeping/finance function. 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. 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. 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 this course will run twice during 2020:

**Friday 22 May 2020**
**Tuesday 15 September 2020**

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.

**Attendance at this seminar will fully cover the 2020 Client Care and Practice Management CPD requirement. Any additional Client Care and Practice Management hours gained can be carried over into the General Group Study section.**
The Society wishes to build upon members’ skills to assist and guide clients, who may be vulnerable, through a court or legal process. As vulnerability includes children or persons with mental health, learning, physical, sensory language issues, you as a practitioner need to be alert to the specific needs of a vulnerable client and witness.

The Society has developed a CPD training course to assist members which will open with a joint session for criminal and family practitioners. The first session will take place on Thursday 7 May 2020. Further details to follow.

Session 1  Thursday 7 May 2020  
Session 2  Thursday 14 May 2020  
Session 3  Thursday 21 May 2020  

These sessions will be delivered by Fiona Donnelly, Solicitor, Senior Lecturer, Higher Rights Advocacy Assessor (England and Wales), and other keynote speakers.
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, suggesting practical ways to avoid complaints arising and outlining procedures to effectively manage complaints when they are received from clients.

The seminars will each address a specific area and will discuss common headlines of complaints:

**Conveyancing Complaints**  Wednesday 25 March 2020
This session will be delivered by Alan Reid, Murlands Solicitors.

*This session can be used as Compulsory Conveyancing CPD or Client Care and Practice Management CPD.

**Probate Complaints**  Thursday 10 September 2020
This session will be delivered by Julie Ann Osborne, CMG Cunningham Dickey Solicitors.

**Family Complaints**  Wednesday 04 November 2020
This session will be delivered by Janice Spence, Donaldson McConnell & Co, Solicitors

**Litigation Complaints**  Tuesday 08 December 2020
This session will be delivered by Colin Mitchell, MTB solicitors
**EFFECTIVE CLIENT COMMUNICATION – THE SOLICITORS (CLIENT COMMUNICATIONS) PRACTICE REGULATIONS 2008 REQUIREMENTS**

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**CPD Hours:** 1 Client Care and Practice Management

This seminar delivered by the Society's Head of Solicitor Complaints will provide an overview of the requirements of the Client Communication Practice Regulations. The Regulations record a solicitor's responsibility to maintain effective client communication. This event will offer a practical insight into the Regulations and assist solicitor firms to ensure their practices carry out client engagement in accordance with best practice.

Areas Covered will include:

- Client Care Letters - The information to be provided to the client in writing at the outset of instructions
- Costs Information – An examination of relevant costs information to be provided to the client
- In-house complaints – An outline of the requirements for an effective in-house complaint process

The session will be delivered on

**Friday 11 September 2020** 1pm – 2pm Silverbirch Hotel, Omagh
**Friday 11 September 2020** 4pm – 5pm Killyhevlin Hotel, Enniskillen

**John Mackell** is the Society’s current Head of Solicitor Complaints. 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.

**MASTERS’ ANCILLARY RELIEF SERIES 2020**

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<th>Dates:</th>
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<td>Time:</td>
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**CPD Hours:** 1 General Group Study

This session on Ancillary Relief will be delivered by **Master Bell**. To ensure the session is as current and topical as possible the exact content will be decided upon and advertised closer to the session.

Master Evan 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. He is a joint author of three books and numerous law journal articles and has lectured at a variety of conferences outside the jurisdiction of Northern Ireland.
COMPREHENDING CONVEYANCING

Dates: Four week course:
- Tuesday 29 September 2020
- Tuesday 6 October 2020
- Tuesday 13 October 2020
- Tuesday 20 October 2020

Time: 5pm – 7pm

Venue: Law Society House, Belfast

Cost: £180 – for all 4 sessions

CPD Hours: 8 Compulsory Conveyancing/General Group Study

The Society is committed to ensuring that there is up to date and relevant CPD available for all solicitors involved in conveyancing. This course, taking place over a 4 week period, will look at the domestic conveyancing process from start to finish, including:

1. **The Commencement**: estimates of costs, taking initial instructions, terms of business, pre-contract enquiries, searches, property certificates, planning and building control issues.

2. **The Contract**: the Conditions of Sale, drafting contracts, special conditions, selling and buying, advising your client, apartments, deposits, fixtures and fittings.

3. **Completion**: drafting deeds, mortgage instructions, reports on title, CML requirements, completion letters and undertakings.

(Continued overleaf).
4. **Post Completion**: SDLT requirements, CFR, the Land Registry, Registry of Deeds, ground rents, accounting to the client, bills of costs, sending deeds.

The course is aimed at those solicitors who have limited practical conveyancing experience as well as those solicitors who have conveyancing experience but would like a refresher of the basics.

The course will run over 4 consecutive weeks. Numbers will be limited to approximately 30 on each course.

**Attendance at this course will fully cover the 2020 Compulsory Conveyancing CPD requirement. Any additional hours gained can be carried over into the General Group Study section.**

The seminar will be delivered by David Gaston, retired solicitor.

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**EXECUTORS AND INHERITANCE INSURANCE**

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<tr>
<td>CPD Hours:</td>
<td>1 General Group Study</td>
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“Distributing estates is seldom straightforward. This session deals with insurance solutions to protect against potential legal pitfalls and uncertainties. There are tailored and innovative solutions to address even the most contentious cases including missing beneficiary, missing will and will dispute cover, amongst 13 other potential risks, protecting both personal representatives and the beneficiaries of the estate. It is designed to show private client professionals how probate policies can act as an alternative to going to court, avoiding the need for a costly and lengthy legal process. Insurance policies have been the go-to solution for the aggrieved party in numerous Professional Indemnity claim cases, where mistakes have been made in the drafting of a will.”

This session will be presented by Mike Wright of DUAL Asset Underwriting.
NON CONTENTIOUS PROBATE APPLICATIONS: A GUIDE FOR PRACTITIONERS

Dates: Various – see below  
Time: 1.30pm – 3pm  
Venues: Various – see below  

Cost: £35  

CPD Hours: 1.5 General Group Study

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.

To increase accessibility the session will run in the following locations:

Friday 2 October 2020  Killyhevlin Hotel, Enniskillen  
Friday 9 October 2020  City Hotel, Derry/Londonderry  
Friday 16 October 2020  Law Society House, Belfast

THE APPRENTICE AND YOU

Date: Thursday 8 October 2020  
Time: 9.30am – 1pm  
Venue: Law Society House, Belfast  

Cost: £60 (discounted fee)  

CPD Hours: 3 Client Care and Practice Management

As a master you have a hugely important role in the education and development of your apprentice. Good training allows apprentices to adapt faster to working in a legal office, gain confidence more quickly, take on more responsibility and ultimately contribute more effectively. This interactive seminar is aimed at existing masters, prospective masters and those who play a part in the training of apprentice solicitors.

It is designed to equip attendees with a basic knowledge of educational theory as well as practical advice and guidance on how to maximise the master/apprentice experience for all involved in it.

The seminar will be delivered by David Gaston, retired solicitor.

Attendance at this seminar will fully cover the 2020 Client Care and Practice Management CPD requirement. Any additional Client Care and Practice Management hours gained can be carried over into the General Group Study section.

If the seminar is oversubscribed places will be allocated to those who have an apprentice or have registered with the Society to take on an apprentice.
CONVEYANCING CONFERENCE 2020

Date: Wednesday 21 October 2020
Time: 10am – 3.30pm
Venue: Hilton Hotel, Templepatrick

Cost: £150

CPD Hours: 4 Compulsory Conveyancing/General Group Study

As part of the Society’s Compulsory Conveyancing CPD programme the 2020 Conveyancing Conference has been organised for Wednesday 21 October 2020.

The programme will cover current conveyancing issues relevant to all those who undertake conveyancing transactions. To ensure the Conference is current and topical, emerging topics will be selected in the run up to the event. Further details will be made available to members in early 2020.

Attendance at this conference will fully cover the 2020 Compulsory Conveyancing CPD requirement. Any additional hours gained can be carried over into the General Group Study section.

SOCIAL MEDIA LAW

Date: Thursday 15 October 2020
Time: 1pm – 2pm
Venue: Law Society House, Belfast

Cost: £35

CPD Hours: 1 General Group Study

The Society will once again be running its very well received Social Media Law CPD seminar. 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 in advising on issues arising out of the use of social media and other online forums. Emma has acted for a local company in one of the first reported decisions in this jurisdiction involving defamatory publications on Facebook.

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 sessions.
DRAFTING WILLS

Dates: Various – see below
Time: 1pm – 3.00pm
Venues: Various – see below

Cost: £50

CPD Hours: 2 General Group Study

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.

To increase accessibility this session will take place as follows:

Thursday 22 October 2020    Law Society House, Belfast
Friday 23 October 2020      City Hotel, Derry/Londonderry

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.

Timothy was elected Chair of the Northern Ireland Young Solicitors’ Association in January 2015 and in June 2014 Timothy was elected Secretary of the Executive Committee of the European Young Bar Association, a not-for-profit, multinational young lawyers association founded in 1993 to encourage links between young lawyers throughout Europe.

EUROPEAN LAWYERS DAY 2020

Date: Friday 23 October 2020
Venues: Law Society House, Belfast

Cost: Free of Charge

CPD Hours: 1 General Group Study

The Law Society annually recognises European Lawyers Day by holding a CPD event and will do so again on Friday 23 October 2020. Speakers and topics will be detailed closer to the event.
AN INTRODUCTION TO BILLS OF COSTS

Date: Thursday 5 November 2020  
Time: 1pm – 2pm  
Venue: Law Society House, Belfast  
Cost: £35  

CPD Hours: 1 Client Care and Practice Management

A seminar to provide practitioners with an overview of the preparation and despatch of Bills of Costs.

The task of completing an accurate record of professional fees and disbursements is one of the most important roles for a solicitor.

This seminar will inform attendees of the requirements of the Client Communication Practice Regulations 2008 concerning the information relating to costs that should be provided to the client at the outset of the transaction. The seminar will also discuss the statutory requirements when formatting a bill in addition to the methods of assessing the reasonableness of the professional fee charged.

John Mackell is the Society’s current Head of Solicitor Complaints. 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.

CHARITY COMMISSION - GUIDANCE, INFORMATION AND UPDATE SESSION

Date: Friday 6 November 2020  
Time: 1pm – 2pm  
Venue: Law Society House, Belfast  
Cost: £35  

CPD Hours: 1 General Group Study

Celebrating its 10th anniversary last year, 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 2021;  
- highlight decisions of the Charity Tribunal and the High Court;  
- cover lessons for the sector from the latest casework and investigatory work of the Commission.

This session will be delivered by a Legal Advisor from the Charity Commission for Northern Ireland.
**SPORTS LAW CONFERENCE 2020**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Friday 13 November 2020</th>
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</thead>
<tbody>
<tr>
<td>Time:</td>
<td>9am – 3pm</td>
</tr>
<tr>
<td>Venue:</td>
<td>Malone Golf Club, Belfast</td>
</tr>
<tr>
<td>Cost:</td>
<td>£90</td>
</tr>
<tr>
<td>CPD Hours:</td>
<td>5 General Group Study</td>
</tr>
</tbody>
</table>

The annual Sports Law Conference is now an established and anticipated part of the Law Society CPD programme. Over the last number of years we have had many high profile and expert presenters – offering practitioners in Northern Ireland a unique opportunity to hear from leaders in the field. Presenters and topics will be detailed closer to the event.

**SOCIAL MEDIA IN 2020**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Thursday 26 November 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>1pm – 2pm</td>
</tr>
<tr>
<td>Venue:</td>
<td>Law Society House, Belfast</td>
</tr>
<tr>
<td>Cost:</td>
<td>£35</td>
</tr>
<tr>
<td>CPD Hours:</td>
<td>1 Client Care and Practice Management</td>
</tr>
</tbody>
</table>

Social Media and online activity is now a daily part of professional and personal life.

Topics to be covered include:

- What is working and what is not in 2020
- The do's and dont's of Social Media for business
- How to use Social Media to grow your legal business

The session will be delivered by **Louise Brogan, Social Bee NI**. Louise has a broad range of experience working in IT and Social Media and an exemplary track record in project delivery across a variety of sectors. She has particular expertise in providing social media consultancy and training to organisations in the public and private sector and has delivered social media campaigns for a number of high profile clients across a wide range of industries.
DEALING WITH BEREAVED CLIENTS AND THOSE EXPERIENCING EMOTIONAL OR DIFFICULT CIRCUMSTANCES

Date: Thursday 3 December 2020  
Time: 12.30pm – 2.30pm  
Venue: Law Society House, Belfast  
Cost: £70  

On a daily basis solicitors are interacting with many different types of clients with a wide range of problems and issues which require a variety of skills. This can of course include dealing with and advising those who have recently been bereaved, are grieving, are going through a matrimonial breakup or a range of other emotionally charged situations.

This practical lunchtime seminar aims to assist practitioners to better understand how the client may feel and how to deal with them in a sensitive and effective manner. The seminar will be delivered by David Gaston, retired solicitor.
**CONVEYANCING CPD ½ DAY CONFERENCE**

**Date:** Monday 14 December 2020  
**Time:** 2pm – 5:15pm (Lunch and Registration from 1:30pm)  
**Venue:** City Hotel, Derry/Londonderry  
**Cost:** £100  
**CPD Hours:** 3 Compulsory Conveyancing/General Group Study CPD hours

This event will encompass three lectures which were delivered in Belfast as part of the Conveyancing Lunchtime Series. Details of specific topics will be issued closer to the time.

Attendance at this event will meet the full 3 hours of Compulsory Conveyancing requirement.

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**HOW TO GROW A BUSINESS – THE OVERVIEW**

**Date:** Friday 4 December 2020  
**Time:** 9.30am – 1pm  
**Venue:** Law Society House, Belfast  
**Cost:** £90  
**CPD Hours:** 3 Client Care and Practice Management

This workshop will look at “How to Grow a Business” and will cover key topics including marketing and sales, people management, operations and finance. The session will highlight 10 practices that enable business growth. This will be presented in the context of the “Business Growth Cycle” which will detail the stages of the corporate life cycle.

The session will be delivered by Dave McClements, Partner, Core Consulting. Dave is a business consultant with 22 years experience in developing organisations and has worked with various sectors in the UK and Ireland. This has involved consulting on business strategy, marketing, sales, people development, operations and financial matters relating to business growth.

Attendance at this seminar will fully cover the 2020 Client Care and Practice Management CPD requirement. Any additional Client Care and Practice Management hours gained can be carried over into the General Group Study section.
For further information or to book a place on any of these courses please email: cpdbookings@lawsoc-ni.org