

THE LAW SOCIETY  
OF NORTHERN IRELAND



# CONTINUING PROFESSIONAL DEVELOPMENT

Seminar Programme  
2017



# CONTINUING PROFESSIONAL DEVELOPMENT


## Seminar Programme - Summary table

January - December 2017

Full details of all seminars are included in this brochure.

 Client Care and Practice Management

 General Group Study/  
Compulsory Conveyancing

 General Group Study

Please note that events colour coded pink/green can be used as Compulsory Conveyancing CPD and also General Group Study CPD.

Date	Title	Location	Page
Tuesday 17 January 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Killyhevlin Hotel, Enniskillen	10
Tuesday 17 January 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Portadown Town Hall	10
Thursday 19 January 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Lodge Hotel, Coleraine	10
Thursday 19 January 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Adair Arms Hotel, Ballymena	10
Tuesday 31 January 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Silverbirch Hotel, Omagh	10
Tuesday 31 January 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Everglades Hotel, Derry	10
Thursday 2 February 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Canal Court Hotel, Newry	10
Thursday 2 February 2017	Update on Home Charter Practice Directions and Guidance, CML issues and Land Registry issues	Law Society House, Belfast	10
Thursday 2 February 2017	Anti Money Laundering and Financial Crime Update	City Hotel, Derry	13
Thursday 2 February 2017	Anti Money Laundering and Financial Crime Update	Silverbirch Hotel, Omagh	13
Friday 3 February 2017	Anti Money Laundering and Financial Crime Update	Canal Court Hotel, Newry	13
Friday 3 February 2017	Anti Money Laundering and Financial Crime Update	Law Society House, Belfast	13
Tuesday 7 February 2017	Legal Bookkeeping Course	Law Society House, Belfast	17
Wednesday 8 February 2017	Tax Year End Planning Opportunities	Law Society House, Belfast	18-19
Thursday 9 February 2017	Tax Year End Planning Opportunities	Roe Park Resort, Limavady	18-19
Tuesday 21 February 2017	Social Media Marketing for Law Firms	Law Society House, Belfast	20
Wednesday 22 February 2017	Competency Based Selection and Interviewing Skills	Law Society House, Belfast	20
Wednesday 22 February 2017	Consumer Rights Act 2015: The New Law of Trader-Consumer Contracts	City Hotel, Derry	21
Thursday 23 February 2017	How to grow a Business – The Overview	Law Society House, Belfast	21-23
Friday 24 February 2017	Non Contentious Costs	Law Society House, Belfast	23
Tuesday 28 February 2017	The Work of the Appeal Tribunals	Silverbirch Hotel, Omagh	24

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Tuesday 28 February 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 1 March 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 1 March 2017	The Work of the Appeal Tribunals	Law Society House, Belfast	24
Thursday 2 March 2017	SARs - Solicitors' Accounts Regulations and Solicitors At Risk	Roe Park Resort, Limavady	14
Thursday 2 March 2017	Practical Conveyancing Issues: An Update	Law Society House, Belfast	11
Friday 3 March 2017	SARs - Solicitors' Accounts Regulations and Solicitors At Risk	Canal Court Hotel, Newry	14
Tuesday 7 March 2017	Managing the Evolving Cybersecurity Threats within Your Practice	Killyhevlin Hotel, Enniskillen	25-26
Tuesday 7 March 2017	Suitable Cases for Mediation	Law Society House, Belfast	26
Tuesday 7 March 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 8 March 2017	Building Your Brand through Communications and Marketing	Law Society House, Belfast	28
Friday 10 March 2017	How to grow a Business – Marketing and Sales	Law Society House, Belfast	21-23
Tuesday 14 March 2017	Managing the Evolving Cybersecurity Threats within Your Practice	Roe Park Resort, Limavady	25-26
Tuesday 14 March 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 15 March 2017	Managing the Evolving Cybersecurity Threats within Your Practice	Canal Court Hotel, Newry	25-26
Wednesday 15 March 2017	Managing the Evolving Cybersecurity Threats within Your Practice	Law Society House, Belfast	25-26
Tuesday 21 March 2017	Introduction to Immigration Law Practice	Law Society House, Belfast	29
Tuesday 21 March 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 22 March 2017	Judicial Appointments: Information and Advice	Law Society House, Belfast	30
Thursday 23 March 2017	SARs - Solicitors' Accounts Regulations and Solicitors At Risk	Killyhevlin Hotel, Enniskillen	14
Thursday 23 March 2017	Presenting Minors' Settlements	City Hotel, Derry	30
Friday 24 March 2017	Presenting Minors' Settlements	Canal Court Hotel, Newry	30
Friday 24 March 2017	SARs - Solicitors' Accounts Regulations and Solicitors At Risk	Law Society House, Belfast	14
Tuesday 28 March 2017	The Wolf at the Door: The Implications of Crime, Insolvency and Tax Evasion	Law Society House, Belfast	32

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Tuesday 28 March 2017	Probate: A Practical guide to Estate Administration	Roe Park Resort, Limavady	33
Tuesday 28 March 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 29 March 2017	Data Protection: Risks and Consequences	Law Society House, Belfast	33-34
Wednesday 29 March 2017	Probate: A Practical guide to Estate Administration	Law Society House, Belfast	33
Wednesday 29 March 2017	Data Protection: Risks and Consequences	Canal Court Hotel, Newry	33-34
Thursday 30 March 2017	Presenting Minors' Settlements	Adair Arms Hotel, Ballymena	30
Thursday 30 March 2017	Whose boundary is it?	Law Society House, Belfast	11
Friday 31 March 2017	Presenting Minors' Settlements	Law Society House, Belfast	30
Tuesday 4 April 2017	Pension Options in Divorce	City Hotel, Derry	34-35
Tuesday 4 April 2017	Statutory Charge: An Update	City Hotel, Derry	35
Tuesday 4 April 2017	Pension Options in Divorce	Silverbirch Hotel, Omagh	34-35
Tuesday 4 April 2017	Statutory Charge: An Update	Silverbirch Hotel, Omagh	35
Wednesday 5 April 2017	Pension Options in Divorce	Canal Court Hotel, Newry	34-35
Wednesday 5 April 2017	Statutory Charge: An Update	Canal Court Hotel, Newry	35
Wednesday 5 April 2017	Pension Options in Divorce	Law Society House, Belfast	34-35
Wednesday 5 April 2017	Statutory Charge: An Update	Law Society House, Belfast	35
Thursday 6 April and Friday 7 April 2017	Preparing and Presenting Cases before a Mental Health Review Tribunal	Law Society House, Belfast	31
Friday 7 April 2017	Party and Party Costs	Law Society House, Belfast	23
Tuesday 11 April 2017	Repossession – Impact on Borrowers	Law Society House, Belfast	36
Wednesday 12 April 2017	Accounting and Reporting for Charities	Law Society House, Belfast	37
Thursday 13 April 2017	Intellectual Property – An Overview	Law Society House, Belfast	37-38
Tuesday 25 April 2017	Successful Tendering	Law Society House, Belfast	38-39
Tuesday 25 April 2017	NHBC and New Home Warranties – An Update	Law Society House, Belfast	11
Wednesday 26 April 2017	Wellbeing in the Workplace: Why it matters	Law Society House, Belfast	39
Thursday 27 April 2017	Esoteric Investments – The Good, The Bad, The Ugly	Law Society House, Belfast	18-19
Friday 28 April 2017	How to grow a Business – People	Law Society House, Belfast	21-23
Wednesday 3 May 2017	Recruitment: Methods, Approaches and the Future	Law Society House, Belfast	40

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Thursday 4 May 2017	Update on the Money Laundering Directive and Cybercrime	City Hotel, Derry	16
Thursday 4 May 2017	Update on the Money Laundering Directive and Cybercrime	Silverbirch Hotel, Omagh	16
Friday 5 May 2017	Update on the Money Laundering Directive and Cybercrime	Canal Court Hotel, Newry	16
Friday 5 May 2017	Update on the Money Laundering Directive and Cybercrime	Law Society House, Belfast	16
Tuesday 9 May 2017	Legal Bookkeeping Course	Law Society House, Belfast	17
Tuesday 9 May 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 10 May 2017	Non Contentious Probate Applications: A Guide for Practitioners	Law Society House, Belfast	40
Thursday 11 and Friday 12 May 2017	Focus on Licensing Applications	Law Society House, Belfast	31
Friday 12 May 2017	Data Protection Compliance: Knowing the Risks and Protecting Yourself	Law Society House, Belfast	41
Tuesday 16 May 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Tuesday 16 May 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 17 May 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 17 May 2017	Dealing with Deceased Insolvent Estates	Law Society House, Belfast	42
Thursday 18 May 2017	Children Order Conference 2017	Crowne Plaza, Shawsbridge, Belfast	42
Friday 19 May 2017	How to grow a Business – Operations	Law Society House, Belfast	21-23
Tuesday 23 May 2017	Drafting a Lease for a New Apartment Development	Law Society House, Belfast	11
Tuesday 23 May 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Tuesday 30 May 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Friday 2 June 2017	How to grow a Business – Finance	Law Society House, Belfast	21-23
Tuesday 6 June 2017	Estate Planning for Digital Assets on Incapacity and Death	City Hotel, Derry	42-43
Tuesday 6 June 2017	Who should attend a Mediation – Experts, Counsel and Parties?	Law Society House, Belfast	26
Wednesday 7 June 2017	Business Protection: Limited Companies, Partnerships and LLPs	Law Society House, Belfast	18-19
Wednesday 7 June 2017	Estate Planning for Digital Assets on Incapacity and Death	Silverbirch Hotel, Omagh	42-43
Thursday 8 June 2017	A Rogue in Our Midst	Roe Park Resort, Limavady	16

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Thursday 8 June 2017	A Rogue in Our Midst	Killyhevlin Hotel, Enniskillen	16
Friday 9 June 2017	A Rogue in Our Midst	Canal Court Hotel, Newry	16
Friday 9 June and Saturday 10 June 2017	Preparing and Presenting Cases before the Parole Commission	Law Society House, Belfast	31
Friday 9 June 2017	A Rogue in Our Midst	Law Society House, Belfast	16
Wednesday 14 June 2017	Estate Planning for Digital Assets on Incapacity and Death	Canal Court Hotel, Newry	42-43
Wednesday 14 June 2017	Estate Planning for Digital Assets on Incapacity and Death	Law Society House, Belfast	42-43
Thursday 15 June 2017	Land & Property Services: An Update	Law Society House, Belfast	11
Tuesday 5 September 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 6 September 2017	Stamp Duty Land Tax: Key Concepts for Conveyancers	Roe Park Resort, Limavady	11
Wednesday 6 September 2017	Commission for Public Appointments NI – Guidance and Information	Law Society House, Belfast	43
Wednesday 6 September 2017	Stamp Duty Land Tax: Key Concepts for Conveyancers	Killyhevlin Hotel, Enniskillen	11
Thursday 7 September 2017	Stamp Duty Land Tax: Key Concepts for Conveyancers	Law Society House, Belfast	11
Thursday 7 September 2017	Stamp Duty Land Tax: Key Concepts for Conveyancers	Canal Court Hotel, Newry	11
Tuesday 12 September 2017	Estate Planning using Trusts and other Mitigation Strategies	Law Society House, Belfast	18-19
Tuesday 12 September 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 13 September 2017	Estate Planning using Trusts and other Mitigation Strategies	Silverbirch Hotel, Omagh	18-19
Wednesday 13 September 2017	Advising Landlord Clients	Law Society House, Belfast	36
Thursday 14 September 2017	Northern Ireland Judicial Appointments Commission - Guidance and Information	Law Society House, Belfast	43
Friday 15 September 2017	Capital Tax – Planning and Pitfalls	Law Society House, Belfast	44
Tuesday 19 September 2017	Legal Bookkeeping Course	Law Society House, Belfast	17
Tuesday 19 September 2017	Comprehending Conveyancing	Law Society House, Belfast	27
Wednesday 20 September 2017	Data Protection: Risks and Consequences	Roe Park Resort, Limavady	33-34
Wednesday 20 September 2017	Data Protection: Risks and Consequences	Silverbirch Hotel, Omagh	33-34
Thursday 21 – Saturday 23 September 2017	Focus on the Family Care Centre	Law Society House, Belfast	31
Tuesday 26 September 2017	Open Space Management in Residential Developments	Law Society House, Belfast	11



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Wednesday 27 September 2017	Consumer Rights Act 2015 - The New Law of Trader-Consumer Contracts	Law Society House, Belfast	21
Thursday 28 September 2017	Presenting and preparing a case for hearing before the Immigration and Asylum Chamber (First-tier Tribunal) and Upper Tribunal and ancillary proceedings	Law Society House, Belfast	29
Thursday 28 September 2017	Testamentary Capacity	Law Society House, Belfast	44-45
Tuesday 3 October 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 4 October 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Tuesday 10 October 2017	Conveyancing Conference	Crowne Plaza, Shawsbridge, Belfast	45
Wednesday 11 October 2017	Pension Planning in Detail	Law Society House, Belfast	18-19
Thursday 12 October 2017	Pension Planning in Detail	Killyhevlin Hotel, Enniskillen	18-19
Tuesday 17 October 2017	Legal Issues arising from the use of Social Media - An Update	Law Society House, Belfast	45
Thursday 19 October 2017	Best Practice Management Conference	Roe Park Resort, Limavady	16
Friday 20 October 2017	Best Practice Management Conference	Canal Court Hotel, Newry	16
Tuesday 24 October 2017	Update on Topical Issues in Commercial Conveyancing and Leasing	Law Society House, Belfast	12
Thursday 26 October 2017	Best Practice Management Conference	Silverbirch Hotel, Omagh	16
Friday 27 October 2017	Best Practice Management Conference	Law Society House, Belfast	16
Wednesday 1 November 2017	Charity Law Update	Law Society House, Belfast	37
Wednesday 1 November 2017	Practical Implications of the Transfer of Planning Powers to Councils: 2 years on	Law Society House, Belfast	12
Thursday 2 November 2017	Help to Buy ISA	Law Society House, Belfast	36
Tuesday 7 November 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 8 November 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Friday 10 November 2017	Sports Law Conference	Law Society House, Belfast	46
Tuesday 14 November 2017	Practice Management 2017	Killyhevlin Hotel, Enniskillen	46

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Wednesday 15 November 2017	Practice Management 2017	Canal Court Hotel, Newry	46
Wednesday 15 November 2017	Practice Management 2017	Law Society House, Belfast	46
Thursday 16 November 2017	Training in relation to Vulnerable Witnesses	Law Society House, Belfast	32
Tuesday 21 November 2017	Legal Issues affecting Mediation – Confidentiality, Enforceability of Agreements, Liability	Law Society House, Belfast	26
Wednesday 22 November 2017	The Apprentice and You	Law Society House, Belfast	46-47
Wednesday 22 November 2017	Drafting Wills and Trusts	Killyhevlin Hotel, Enniskillen	47
Thursday 23 November 2017	Mental Capacity: Principles and Problems	Law Society House, Belfast	48
Thursday 23 November 2017	Recent Developments in Estate Disputes	Law Society House, Belfast	48
Friday 24 November 2017	Data Protection Compliance: Knowing the Risks and Protecting Yourself	Law Society House, Belfast	41
Tuesday 28 November 2017	Whose title is it?	Law Society House, Belfast	12
Tuesday 28 November 2017	Litigation in the USA – Practical Advice to Protect Your Clients	Law Society House, Belfast	49
Thursday 30 November 2017	Building Resilience for Improved Performance	Law Society House, Belfast	49
Thursday 30 November 2017	Drafting Wills and Trusts	Canal Court Hotel, Newry	47
Thursday 30 November 2017	Drafting Wills and Trusts	Law Society House, Belfast	47
Friday 1 December 2017	IHT Update: Current Matters met in Practice	Law Society House, Belfast	50
Friday 1 December 2017	Intellectual Property – An Update	Law Society House, Belfast	37-38
Monday 4 December 2017	Recruitment: Methods, Approaches and the Future	Law Society House, Belfast	40
Tuesday 5 December 2017	Wellbeing in the Workplace: Why it Matters	Law Society House, Belfast	39
Tuesday 5 December 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 6 December 2017	CML: An Update	City Hotel, Derry	12
Wednesday 6 December 2017	Law Society Library and Information Service Compact Research Course	Law Society House, Belfast	24-25
Wednesday 6 December 2017	Dealing with Bereaved Clients and those experiencing Emotional or Difficult Circumstances	Law Society House, Belfast	50
Wednesday 6 December 2017	CML: An Update	Silverbirch Hotel, Omagh	12



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Thursday 7 December 2017	CML: An Update	Law Society House, Belfast	12
Thursday 7 December 2017	Building Your Brand through Communications and Marketing	Law Society House, Belfast	28
Thursday 7 December 2017	CML: An Update	Canal Court Hotel, Newry	12
Wednesday 25th October	International Human Rights Day	Law Society House, Belfast	50
2017 Monday 11	Investing for Vulnerable Individuals	Law Society House, Belfast	18-19
December 2017 Tuesday	Investing for Vulnerable Individuals	Canal Court Hotel, Newry	18-19
12 December 2017	LinkedIn for Lawyers	Law Society House, Belfast	51
Wednesday 13 December 2017	Courageous Conversations	Law Society House, Belfast	51
Wednesday 13 December 2017	Topical Conveyancing Issues	Canal Court Hotel, Newry	12
Thursday 14 December 2017	Topical Conveyancing Issues	Law Society House, Belfast	12

*For further information or to book a place on any of these courses please email:  
[cpdbookings@lawsoc-ni.org](mailto:cpdbookings@lawsoc-ni.org)*

Please note that events colour coded pink/green can be used as Compulsory Conveyancing CPD and also General Group Study CPD.

## CONVEYANCING LUNCHTIME SERIES 2017

**Cost: £35**

**CPD Hours: 1 Compulsory Conveyancing/General Group Study**

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 2017. 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 hour.

In addition to the lunchtime sessions, the Society will also be offering Comprehending Conveyancing workshops (3 over the course of 2017) and the Conveyancing Conference in October 2017 – details of these events are also included in this brochure.

Date	Title and Presenter	Time and location	Cost	CPD Hours
Various – see Time and Location	Overview of Home Charter Practice Directions and Guidance from the Society, CML issues and Land Registry issues. Opportunity for members to provide feedback <b>Andrew Kirkpatrick, Assistant Secretary, Law Society of Northern Ireland</b>	<b>Tuesday 17 January 2017</b> Killyhevlin Hotel, Enniskillen 10am -11am	£35	1 Compulsory Conveyancing/General Group Study
		Portadown Town Hall 3pm – 4pm		
		<b>Thursday 19 January 2017</b> Lodge Hotel, Coleraine 11am – 12noon		
		Adair Arms, Ballymena 3pm – 4pm		
		<b>Tuesday 31 January 2017</b> Silverbirch Hotel, Omagh 10am – 11am		
		Everglades Hotel, Derry 3pm – 4pm		
		<b>Thursday 2 February 2017</b> Canal Court Hotel, Newry 9.30am – 10.30am		
		Law Society House, Belfast 1.30pm – 2.30pm		

## CONVEYANCING LUNCHTIME SERIES 2017 (Continued)

Date	Title and Presenter	Time and location	Cost	CPD Hours
Thursday 2 March 2017	Practical Conveyancing Issues: An Update <b>Simon Murray, Murray Kelly Moore Solicitors</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Thursday 30 March 2017	Whose boundary is it?  Typically encountered boundary and mapping defects, relevant case law and how to resolve them with the use of title insurance <b>Reema Mannah, TitleSolv</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Tuesday 25 April 2017	NHBC and New Home Warranties – An Update <b>David Little, NHBC</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Tuesday 23 May 2017	Drafting a lease for a new apartment development <b>Brian Speers, CMG Cunningham Dickey Solicitors</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Thursday 15 June 2017	Land & Property Services: An Update <b>Christine Farrell, Land &amp; Property Services</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Various – see Time and Location	Stamp Duty Land Tax: Key Concepts for Conveyancers <b>Nigel Thompson, Moore Stephens (NI)</b>	<b>Wednesday 6 September 2017</b> Roe Park Resort, Limavady 10am – 11am  Killyhevlin Hotel, Enniskillen 3pm – 4pm  <b>Thursday 7 September 2017</b> Law Society House, Belfast 12noon – 1pm  Canal Court Hotel, Newry 3.30pm – 4.30pm	£35	1 Compulsory Conveyancing/General Group Study
Tuesday 26 September 2017	Open space management in residential developments <b>Brian Speers, CMG Cunningham Dickey Solicitors</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study

## CONVEYANCING LUNCHTIME SERIES 2017 (Continued)

Date	Title and Presenter	Time and location	Cost	CPD Hours
Tuesday 24 October 2017	Update on topical issues in Commercial Conveyancing and Leasing <b>Arthur Cox, Belfast</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Wednesday 1 November 2017	Practical Implications of the Transfer of Planning Powers to Councils: 2 years on <b>Carson McDowell Solicitors</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Tuesday 28 November 2017	Whose title is it?  Typically encountered lack of defects and registration issues, relevant case law and how to resolve them with the use of title insurance <b>Reema Mannah, TitleSolv</b>	Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study
Various – see Time and Location	CML: An Update <b>Law Society of Northern Ireland</b>	<b>Wednesday 6 December 2017</b> City Hotel, Derry 10am – 11am  Silverbirch Hotel, Omagh 3pm – 4pm  <b>Thursday 7 December 2017</b> Law Society House, Belfast 9.30am – 10.30am  Canal Court Hotel, Newry 1.30pm – 2.30pm	£35	1 Compulsory Conveyancing/General Group Study
Various – see Time and Location	Topical Conveyancing Issues <b>Steven Cockcroft, Johns Elliot Solicitors</b>	<b>Wednesday 13 December 2017</b> Canal Court Hotel, Newry 1pm – 2pm  <b>Thursday 14 December 2017</b> Law Society House, Belfast 1pm – 2pm	£35	1 Compulsory Conveyancing/General Group Study

**LAW SOCIETY COMPULSORY RISK MANAGEMENT 2017 EVENT – full details including dates and venues will follow.**

The Law Society Compulsory Risk Management 2017 event presents members with a valuable opportunity to consider risk, and how to manage and ameliorate risk within your practice. The Council’s commitment to robust, increased risk management has already seen a reduction in the annual insurance premium renewal for 2016-2017. The quid pro quo of a reduced premium is members are required to demonstrate their own robust, increased risk management, as part of their collective endeavour to reduce the adverse claims experience, which will in turn form part of our narrative to the underwriters in our renewal negotiations for 2017-2018.

As part of the Council’s commitment to sound and robust risk management both across and within the profession, and our vision of improvement, this event is designed to assist members with their own risk based approach to risk management.

You should note that the Society will take into account your CPD compliance when exercising its regulatory function.

**BEST PRACTICE MANAGEMENT SERIES 2017**



**Cost:** Various - See below

**CPD Hours:** Various - See below

The Best Practice Management Series 2017 presents members with a valuable opportunity to consider best practice management for you and your firm.

This is a significant year for all practitioners with not only the transposition of the 4th Money Laundering Directive (4MLD) into national law scheduled to take effect in June 2017, but also the review of the United Kingdom’s AML (Anti-Money Laundering)/CTF (Counter Terrorist Finance) regime by the Financial Action Task Force (FATF) in 2017-2018. 4MLD imposes greater statutory obligations on members in respect of the AML/CTF regulatory regime. The Society as a statutory supervisor of solicitors both under the Solicitors (Northern Ireland) Order 1976 as amended and for AML/CTF purposes, will be required to conduct more in-depth monitoring of members’ CPD records, not only for AML/CTF purposes but also for general regulatory compliance.

As part of our commitment to sound and robust best practice management both across and within the profession, and our vision of improvement, this series has been designed to assist members with best practice management while providing an update on 4MLD and the FATF review.

You should note that the Society will take into account your CPD compliance when exercising its regulatory function.

<b>Date</b>	<b>Title and Presenter</b>	<b>Time and location</b>	<b>Cost</b>	<b>CPD Hours</b>
Various – see Time and Location	Anti-Money Laundering and Financial Crime Update	<b>Thursday 2 February 2017</b> City Hotel, Derry 9.30am – 11.30am	£60	2 Client Care and Practice Management
	Preparing for the changes – Fourth AML Directive, Criminal Finances Bill and Law Enforcement position <b>Sue Mawdsley, Legal Risk</b>	Silverbirch Hotel, Omagh 3pm – 5pm  <b>Friday 3 February 2017</b> Canal Court Hotel, Newry 9am – 11am  Law Society House, Belfast 2pm – 4pm		

Date	Title and Presenter	Time and location	Cost	CPD Hours
Tuesday 7 February 2017 <b>or</b> Tuesday 9 May 2017 <b>or</b> Tuesday 19 September 2017	Legal Bookkeeping Course <b>Brian Speers, CMG Cunningham Dickey Solicitors and Celine Corrigan, Corrigan CA Ltd</b>	Law Society House, Belfast 9.30am – 1pm	£150	3.5 Client Care and Practice Management
Various – see Time and Location	Growing a Business Series <b>Dave McClements, Core Consulting</b>	<b>Session 1 – Thursday 23 February 2017</b> 9.30am – 12.30pm  <b>Session 2 – Friday 10 March 2017</b> 9.30am – 12.30pm  <b>Session 3 – Friday 28 April 2017</b> 9.30am – 12.30pm  <b>Session 4 – Friday 19 May 2017</b> 9.30am -11.30am  <b>Session 5 – Friday 2 June 2017</b> 9.30am-11.30am  Law Society House, Belfast  See Programme for options	£300	13 Client Care and Practice Management in total
Various – see Time and Location	SARs - <b>Solicitors' Accounts Regulations and Solicitors At Risk</b> <b>Gabriel Greene, GMcG</b>  This session will cover what the Regulations say, what solicitors need to do, what to do when things go wrong and how to spot the signs before it's too late	<b>Thursday 2 March 2017</b> Roe Park Resort, Limavady 10am – 1pm  <b>Friday 3 March 2017</b> Canal Court Hotel, Newry 10am – 1pm  <b>Thursday 23 March 2017</b> Killyhevlin Hotel, Enniskillen 10am – 1pm  <b>Friday 24 March 2017</b> Law Society House, Belfast 10am – 1pm	£70	3 Client Care and Practice Management



Date	Title and Presenter	Time and location	Cost	CPD Hours
Various – see Time and Location	Managing the Evolving Cybersecurity threats within your Practice <b>SaltDNA</b>	<b>Tuesday 7 March 2017</b> Killyhevlin Hotel, Enniskillen 1pm – 2pm	FREE	1 Client Care and Practice Management
		<b>Tuesday 14 March 2017</b> Roe Park Resort, Limavady 1pm – 2pm		
		<b>Wednesday 15 March 2017</b> Canal Court Hotel, Newry 9.30am – 10.30am		
		<b>Wednesday 15 March 2017</b> Law Society House, Belfast 1.30pm – 2.30pm		
Tuesday 28 March 2017	The Wolf at the door: The implications of crime, insolvency and tax evasion <b>Maria Glover, Napier &amp; Sons</b> and <b>Aidan Larkin, Wilsons</b> <b>Auction Group</b>	Law Society House, Belfast 1pm – 2.30pm	£50	1.5 Client Care and Practice Management
Various – see Time and Location	Data Protection Risks & Consequences <b>Orlagh Kelly,</b> <b>THINKdataprotection.com</b>	<b>Wednesday 29 March 2017</b> Law Society House, Belfast 9.30am – 10.30am	£35	1 Client Care and Practice Management
		Canal Court Hotel, Newry 1.30pm – 2.30pm		
		<b>Wednesday 20 September 2017</b> Roe Park Resort, Limavady 10am – 11am  Silverbirch Hotel, Omagh 3pm – 4pm		
Wednesday 26 April 2017 <b>or</b> Tuesday 5 December 2017	Wellbeing in the Workplace – Why it matters <b>Trish McLellan, LawCare</b>	Law Society House, Belfast 1pm – 2.30pm	£50	1.5 Client Care and Practice Management

Date	Title and Presenter	Time and location	Cost	CPD Hours
Various – see Time and Location	Update on the Money Laundering Directive <b>Catherine McKay, Law Society of Northern Ireland</b> and <b>Joanne Cracknell, Willis Towers Watson</b>	<b>Thursday 4 May 2017</b> City Hotel, Derry 9am -11am  Silverbirch Hotel, Omagh 3pm – 5pm	£40	2 Client Care and Practice Management
	and  Cybercrime <b>Ulster Bank and PSNI</b>	<b>Friday 5 May 2017</b> Canal Court Hotel, Newry 9.30am -11.30am  Law Society House, Belfast 3pm – 5pm		
Friday 12 May 2017 or Friday 24 November 2017	Data Protection Masterclass – Knowing the Risks and Protecting Yourself <b>Orlagh Kelly, THINKdataprotection.com</b>	Law Society House, Belfast 10am – 1pm	£90	3 Client Care and Practice Management
Various – see Time and Location	A Rogue in our Midst  This course will look at what we mean by rogues, how we can spot them and the practical steps you need to take if you have the misfortune to find one. It will be illustrated with many practical examples <b>Frank Maher, Legal Risk</b>	<b>Thursday 8 June 2017</b> Roe Park Resort, Limavady 9.30am – 11.30am  Killyhevlin Hotel, Enniskillen 3pm – 5pm	£60	2 Client Care and Practice Management
		<b>Friday 9 June 2017</b> Canal Court Hotel, Newry 9am – 11am  Law Society House, Belfast 2pm – 4pm		
Various – see Time and Location	Best Practice Management Conference	<b>Thursday 19 October 2017</b> Roe Park Resort, Limavady 10am – 4.30pm	£90	6 Client Care and Practice Management
		<b>Friday 20 October 2017</b> Canal Court Hotel, Newry 10am – 4.30pm		
		<b>Thursday 26 October 2017</b> Silverbirch Hotel, Omagh 10am – 4.30pm		
		<b>Friday 27 October 2017</b> Law Society House, Belfast 10am – 4.30pm		

**Attendance at any of the Best Practice Management Series seminars which qualify for 3 or more Client Care and Practice Management hours will fully cover the 2017 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.**

Date	Title and Presenter	Time and location	Cost	CPD Hours
Thursday 30 November 2017	Building Resilience for Improved Performance <b>Wendy McCulla, Aspire Learning and Development</b>	Law Society House, Belfast 10am – 1pm	£90	3 Client Care and Practice Management
Wednesday 13 December 2017	Courageous Conversations <b>Niamh Shiells, Advance Coaching</b>	Law Society House, Belfast 12.30pm – 2pm	£50	1.5 Client Care and Practice Management

## LEGAL BOOKKEEPING COURSE

**Date:** Various – see below

**Time:** 9.30am – 1pm

**Venue:** Law Society House, Belfast

**Cost:** £150

**CPD Hours:** 3.5 Client Care and Practice Management

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 three times during 2017:

<b>Session 1</b>	Tuesday 7 February 2017
<b>Session 2</b>	Tuesday 9 May 2017
<b>Session 3</b>	Tuesday 19 September 2017

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 2017 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.**

**Date:** Various – see below

**Time:** 1pm – 2pm

**Venue:** Various – see below

**Cost:** £20

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

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The Law Society of Northern Ireland, in conjunction with **Law Society (NI) Financial Advice Ltd**, is 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.

#### Tax year end planning opportunities

<b>Wednesday 8 February 2017</b>	Law Society House, Belfast
<b>Thursday 9 February 2017</b>	Roe Park Resort, Limavady

This session will cover:

- The new Personal Savings Allowance and Dividend Allowance;
- General considerations for high earners;
- New pension contribution limits;
- Pension Lifetime Allowance and protections STILL available for those with large pension pots;
- New ISA limits and Lifetime ISA introduction.

As well as factsheets to take away, case studies will be used to highlight opportunities and vulnerabilities.

#### Esoteric Investments – The Good, The Bad & The Ugly

<b>Thursday 27 April 2017</b>	Law Society House, Belfast
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This session will cover:

- Recent legislation changes and updates including GAAR and schemes HMRC are known to be targeting;
- 'Acceptable' HMRC esoteric tax planning including EIS and VCT;
- High Net Worth Individual and Self Certification as a Sophisticated Investor;
- Business Property Relief investments;
- Attraction and pitfalls of investing in renewable energy, property schemes, crowd funding etc.

#### Business Protection –

#### The vulnerabilities and most common mistakes made by Limited Companies, Partnerships and LLPs

<b>Wednesday 7 June 2017</b>	Law Society House, Belfast
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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.

As well as factsheets to take away, case studies will be used to highlight opportunities and vulnerabilities.

**Estate Planning using trusts and other mitigation strategies**

**Tuesday 12 September 2017** Law Society House, Belfast  
**Wednesday 13 September 2017** Silverbirch Hotel, Omagh

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.

As well as factsheets to take away, case studies will be used to highlight opportunities and vulnerabilities.

**Pension planning in detail**

**Wednesday 11 October 2017** Law Society House, Belfast  
**Thursday 12 October 2017** Killyhevlin Hotel, Enniskillen

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.

As well as factsheets to take away, case studies will be used to highlight opportunities and vulnerabilities.

**Investing for vulnerable individuals**

**Monday 11 December 2017** Law Society House, Belfast  
**Tuesday 12 December 2017** Canal Court Hotel, Newry

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.

As well as factsheets to take away, case studies will be used to highlight opportunities and vulnerabilities.

## SOCIAL MEDIA MARKETING FOR LAW FIRMS

NEW

**Date:** Tuesday 21 February 2017  
**Time:** 1pm – 2pm  
**Venue:** Law Society House, Belfast

**Cost:** £35

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**CPD Hours:** 1 General Group Study

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Have you Googled yourself or your business name lately? How do you rank on Google search? Have you thought about the online experience your clients have with your firm? Do you know what social media sites you should be on to build your brand and generate new business?

This session will focus on building your brand on social media, social media content management and taking control of your digital footprint to help reach a wider audience.

The session will be delivered by organisational development specialist, management training expert, HR and marketing professional **Linzi Conway, Key to Success Consultants**. Linzi is an experienced LAMDA qualified speaker and trainer with almost two decades of experience in business growth. Linzi is a CMI Chartered Manager, a Member of the Chartered Institute of Marketing, a Chartered Marketer and a Fellow of the Chartered Institute of Personnel and Development.

## COMPETENCY BASED SELECTION AND INTERVIEWING SKILLS: AN OVERVIEW

**Date:** Wednesday 22 February 2017  
**Time:** 1pm – 3pm  
**Venue:** Law Society House, Belfast

**Cost:** £70

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**CPD Hours:** 2 General Group Study

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Competency based assessment is the primary method of selection used by the statutory agencies in the Criminal Justice system in Northern Ireland, as well as across the wider public sector in general. Taking a competency-based approach to selection means assessing an individual's specific skills, competencies, attitudes and behaviours as they pertain to a particular job. The competency-based interview in particular, is often approached with trepidation by candidates because the format is very different to less structured interviews and requires a specific approach in order to succeed. As with any technique, understanding and practice enhances skills.

This practical seminar is designed to increase knowledge and understanding of the competency-based approach to selection as well as providing practical tips and guidance on how to complete an application form and structure your interview responses using a competency based approach.

**Fiona Keenan, Director of Keenan HR Consulting Limited**, will deliver the session. Fiona has over 17 years professional experience in the fields of recruitment, selection and interview coaching. She has previously held Senior Management positions for Marks and Spencer plc, Vision Information Consulting and was a senior manager for the HR Consultancy Team at Deloitte Consulting. Fiona has also served as an Independent Assessor for the Office of Public Appointments, a Judicial Appointments Commissioner for the Northern Ireland Judicial Appointments Commission, a Non Executive Director for the Department of Education and as an internal verifier for the Chartered Institute of Personnel and Development.



**Date:** Various – see below

**Time:** 1.30pm – 4.30pm

**Venue:** Various – see below

**Cost:** £90

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### CPD Hours: 3 General Group Study

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The first part of this session will cover the new consumer protection laws relating to sale of goods contracts, service contracts and sale of digital content contracts. It will examine:

- the new statutory rights which replace the former implied terms (implied by ss 12-15 of the Sale of Goods Act 1979);
- the additional remedies now available to consumers in instances where the seller/service provider breaches one of the statutory rights and the extent to which a seller or supplier is entitled to exclude liability thereof;
- the new statutory provisions relating to the responsibility for loss or damage to goods before the consumer has possession thereof.

The second part of the session will examine the new criteria which must be complied with for an exclusion clause/unfair term to be effectively relied upon by a business party contracting with a consumer. It will conclude with an examination of those terms which appear in the Schedule to the Act and are deemed to be unfair and ineffective.

To increase accessibility this session will be delivered in the following locations:

<b>Wednesday 22 February 2017</b>	City Hotel, Derry
<b>Wednesday 27 September 2017</b>	Law Society House, Belfast

The seminar will be delivered by **Brian Collins**. Brian has forty years experience teaching Consumer Law at the University of Ulster and other educational institutions. He acted as a consultant to DG XXIV (Consumer Policy Directorate) of the European Commission and has published a number of articles on consumer law in various publications (English, French and Spanish).

## GROWING A BUSINESS SERIES

**Date:** Various – see below

**Time:** Various – see below

**Venue:** Law Society House, Belfast

The Growing a Business Series is comprised of 5 sessions which have been designed to run sequentially and complement each other – however they can be undertaken on a stand alone basis.

The sessions will be delivered by **Dave McClements, Partner, Core Consulting**. Dave is a business consultant with 19 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.

**Completing all 5 sessions will fully cover the 2017 Client Care and Practice Management and General Group Study CPD requirement – delegates can claim 13 hours in total for attendance at all 5 sessions in the series. If all 5 sessions are booked together a discounted fee of £300 will be offered.**

## GROWING A BUSINESS SERIES (Continued)

**Session 1**      **Thursday 23 February 2017**      9.30am – 12.30pm

### **How to Grow a Business – The Overview**

This workshop will look at “How to Grow a Business”. Delivered by a business growth consultant with experience of the legal and professional services sector, 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.

This is an overview session of all of the business growth issues discussed during the series. These are addressed in more detail in the following 4 workshops. It is advised, although not compulsory, that delegates attend this overview session before electing to attend the sub sessions.

**Cost:    £70**

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**CPD hours: 3 Client Care and Practice Management**

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**Session 2**      **Friday 10 March 2017**      9.30am – 12.30pm

### **How to Grow a Business – Marketing and Sales**

This session will explore how a business can use marketing and sales to grow. It will address two main areas. Firstly, the meaning of marketing to law firms and how it can determine business strategy. Secondly, how professional integrity can be maintained whilst also promoting the services of the firm. Participants are encouraged to attend Session 1 before attending this session.

**Cost:    £70**

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**CPD hours: 3 Client Care and Practice Management**

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**Session 3**      **Friday 28 April 2017**      9.30am – 12.30pm

### **How to Grow a Business – People**

This session addresses how a business can use its people to grow. The session will discuss how to work with, manage and motivate staff. Participants are encouraged to attend Session 1 before attending this session.

**Cost:    £70**

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**CPD hours: 3 Client Care and Practice Management**

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**Session 4**      **Friday 19 May 2017**      9.30am – 11.30am

### **How to Grow a Business – Operations**

This session will look at how a business can use operations to grow. As professional service providers we often do not treat what we do like a production line. Concentrating on the effectiveness and efficiency of what we do can be very beneficial. This session will provide practical tools and techniques in running the operational aspects– addressing what we do, how we can measure what we do, what we should measure and what we should do with the results. Participants are encouraged to attend Session 1 before attending this session.

**Cost:    £60 per session**

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**CPD hours: 2 Client Care and Practice Management**

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## GROWING A BUSINESS SERIES (Continued)

Session 5      Friday 2 June 2017

9.30am – 11.30am

### How to Grow a Business – Finance

The final session will explore the main aspects of finance within a business as well as understanding how finance can be used to facilitate growth. It will look at “finance for non financial managers” and explain the key aspects and workings of a company’s financial reporting system, what to focus on as managers and how finance can be used to deliver business growth.

**Cost: £60 per session**

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**CPD hours: 2 Client Care and Practice Management**

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## COSTS SERIES

**Date: Various – see below**

**Time: 1pm – 4pm**

**Venue: Law Society House, Belfast**

**Cost: £90 per session**

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

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As part of the feedback from the Client Complaints Committee on issues which arise, a series of seminars has been organised to address different areas of costs. These seminars will provide an overview of specific areas of costs and explain the statutory provisions and relevant case law.

The seminars will be delivered by **Paul Kerr, Costs Drawer**. Each session will run independently and will last for 3 hours. The seminars will also allow for a Q & A session - questions should be submitted to the Society in advance of the seminar.

The sessions will run as follows:

**Non Contentious Costs      Friday 24 February 2017**

**Party and Party Costs      Friday 7 April 2017**

**Attendance at one of these seminars will fully cover the 2017 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 WORK OF THE APPEAL TRIBUNALS

**NEW**

**Date:** Various – see below

**Time:** 1pm – 3pm

**Venue:** Various – see below

**Cost:** £50

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### CPD Hours: 2 General Group Study

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The Appeal Tribunal considers upwards of 20,000 appeals annually. These appeals are in respect of Social Security Benefits, Tax Credits, Child Maintenance, Compensation Recovery and various aspects of Housing Benefit. Attendance at an appeal tribunal hearing can often be the first experience for many people of the Courts and Tribunal system.

The advent of Welfare Reform in Northern Ireland during the past year means that its jurisdiction is developing. It is important that all representatives, including those legally qualified, are familiar with recent developments and are competent to provide representation accordingly.

This session will:

- give an outline of the work of the Tribunal;
- discuss the jurisdictions covered by the Tribunal;
- provide an overview of the Personal Independence Payment;
- discuss the Code of Practice for Representatives introduced by the President of the Appeal Tribunals in October 2015 and what the Tribunal expects from representatives;
- provide an overview of relevant case-law.

There will also be an opportunity for Q & A.

The session will be delivered by **John Duffy, President of the Appeal Tribunals** and **Edell Fitzpatrick, Full Time Legally Qualified Member of the Tribunal**.

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

**Tuesday 28 February 2017**

Silverbirch Hotel, Omagh

**Wednesday 1 March 2017**

Law Society House, Belfast

## LAW SOCIETY LIBRARY AND INFORMATION SERVICE: COMPACT RESEARCH COURSE

**Date:** Various – see below

**Time:** Various – see below

**Venue:** Law Society House, Belfast

**Cost:** £90

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### CPD Hours: 3 Client Care and Practice Management

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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, the Library Updater, the current awareness service, tailored e-bulletins and the Libero Database, which is an important portal of legal information for practitioners in this jurisdiction.

## LAW SOCIETY LIBRARY AND INFORMATION SERVICE: COMPACT RESEARCH COURSE (Continued)

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 experience and techniques. The course is led by **Heather Semple**, the Society's **Head of Library and Information Services**.

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 2017 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:

<b>Session 1</b>	Tuesday 28 February 2017	1.30pm – 4.30pm
<b>Session 2</b>	Wednesday 1 March 2017	10am – 1pm
<b>Session 3</b>	Tuesday 16 May 2017	1.30pm – 4.30pm
<b>Session 4</b>	Wednesday 17 May 2017	10am – 1pm
<b>Session 5</b>	Tuesday 3 October 2017	1.30pm – 4.30pm
<b>Session 6</b>	Wednesday 4 October 2017	10am – 1pm
<b>Session 7</b>	Tuesday 7 November 2017	1.30pm – 4.30pm
<b>Session 8</b>	Wednesday 8 November 2017	10am – 1pm
<b>Session 9</b>	Tuesday 5 December 2017	1.30pm – 4.30pm
<b>Session 10</b>	Wednesday 6 December 2017	10am – 1pm

## MANAGING THE EVOLVING CYBERSECURITY THREATS WITHIN YOUR PRACTICE

**NEW**

**Date:** Various – see below

**Time:** Various – see below

**Venue:** Various – see below

**Cost:** Free of Charge

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

## MANAGING THE EVOLVING CYBERSECURITY THREATS WITHIN YOUR PRACTICE (Continued)

Cyber attacks directed at law firms are increasing. Hackers want their clients' confidential information. From data breaches to phone hacking and communications interception, law firms have become a prime target for Cybersecurity hackers.

There is a rising threat in mobile communications intercept. The availability, affordability and portability of IMSI catchers - technology for the easy capture of mobile communications - should have law firms turning to encryption solutions to protect their practices and their clients.

Lack of control of communications can put a law firm at a disadvantage. Without control, "dark" networks can be created that the law firm is completely unaware of. Confidential information can be shared beyond the circle of trust without the firm's knowledge or consent. Law firms cannot depend on hearsay to corroborate compliance and accountability, they must ensure it themselves.

Learn about how communications are hacked and how to take action to protect your clients, your practice and your reputation. This seminar has been designed to be of relevance and benefit to all firms regardless of size and structure.

To increase accessibility the seminar will take place in the following locations:

<b>Tuesday 7 March 2017</b>	1pm – 2pm	Killyhevlin Hotel, Enniskillen
<b>Tuesday 14 March 2017</b>	1pm – 2pm	Roe Park Resort, Limavady
<b>Wednesday 15 March 2017</b>	9.30am – 10.30am	Canal Court Hotel, Newry
<b>Wednesday 15 March 2017</b>	1.30pm – 2.30pm	Law Society House, Belfast

The sessions will be delivered by encrypted communications provider **SaltDNA**.

## MEDIATION SERIES 2017

**Date:** Various – see below

**Time:** 1pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £35

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

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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 2017 Mediation series are:

**Topic:** Suitable Cases for Mediation

**Date:** Tuesday 7 March 2017

**Topic:** Who should attend a Mediation – Experts, Counsel and Parties?

**Date:** Tuesday 6 June 2017

**Topic:** Legal Issues affecting Mediation – Confidentiality, Enforceability of Agreements, Liability

**Date:** Tuesday 21 November 2017

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.



## COMPREHENDING CONVEYANCING

**Date:** Various – see below

**Time:** 5pm – 7pm

**Venue:** Law Society House, Belfast

**Cost:** £180 – for all 4 sessions

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### **CPD Hours: 8 Compulsory Conveyancing/General Group Study**

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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:

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.
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. To accommodate as many people as possible the course will run three times during the 2017 year:

**Course 1 Tuesday 7,14,21,28 March 2017**

**Course 2 Tuesday 9,16,23,30 May 2017**

**Course 3 Tuesday 5,12,19,26 September 2017**

**Attendance at this course will fully cover the 2017 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.

## BUILDING YOUR BRAND THROUGH COMMUNICATIONS AND MARKETING

**Date:** Various – see below

**Time:** 1pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £35

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

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This workshop will address how legal firms can build their brand supported by communications and marketing. In an era when many clients are dazzled when it comes to choosing the right legal advice, many professional firms are seeking support to raise awareness of the services they offer, within the constraints of the professional rules.

This session will advise on strategies to clearly understand your brand, how to position it, where to focus your energies, how to understand your existing and future markets, and how to engage with them. In simple terms the session will discuss your brand, how to raise awareness of it, locally and further afield, and how, through focused communications and marketing, you can achieve stand out.

The session will explore brand reputation and management given the scrutiny across all media platforms and how to manage the key communications risks alongside. Attendees can expect to learn about:

- What successful branding, communications and marketing look like;
- How firms can promote and position their brand;
- Where brand is strong;
- Protecting brand and reputation;
- Benefits of communicating, internally and externally;
- Strategies to target customers and track success;
- Easy tips on marketing your firm and brand to customers.

To increase accessibility the session will take place on the following dates:

**Wednesday 8 March 2017**

**Thursday 7 December 2017**

The seminar will be delivered by **Maurica Mackle, Mackle Communications**. Maurica has worked with the media, politicians and the charity, public and private sectors. Maurica is Fellow of the Chartered Institute of Public Relations and a judge for the Institute's annual Pride Awards.

The following Immigration events will be taking place over the course of 2017. The events have been designed to provide timely, relevant and topical updates, advice and guidance for members. The series has been extended to include a practical session on practice before the Immigration and Asylum Chamber (First-tier Tribunal) and Upper Tribunal. The series of lectures and events seeks to enhance the knowledge base for practitioners engaging in or thinking of working in the field of Immigration and Asylum Law including judicial review proceedings.

Date	Title	Time and location	Cost	CPD Hours
Tuesday 21 March 2017	Introduction to Immigration Law Practice  This session is aimed at those solicitors who are interested in learning more about Immigration Law Practice (immigration appeals and judicial review)	Law Society House, Belfast 1pm – 2.30pm	£50	1.5 General Group Study
Thursday 28 September 2017	Presenting and preparing a case for hearing before the Immigration and Asylum Chamber (First-tier Tribunal) and Upper Tribunal and ancillary proceedings  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	Law Society House, Belfast 1pm – 4pm	£100	3 General Group Study
Tuesday 14 November 2017	Immigration – An Update  This session is aimed at those solicitors who want to improve their knowledge of Immigration Law Practice and Procedure with updates on case law and practice guidance (immigration appeals and judicial review)	Law Society House, Belfast 1pm – 2pm	£35	1 General Group Study

The seminars in this series, sponsored by the Client Complaints Committee, will be delivered by **Fionnuala Connolly BL**. Fionnuala 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) and co-author of *Planning and Judicial Review Case Summaries 1976 – 2016* (Planning Online, 2016). 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.

## JUDICIAL APPOINTMENTS – INFORMATION AND ADVICE

**Date:** Wednesday 22 March 2017

**Time:** 1pm – 3pm

**Venue:** Law Society House, Belfast

**Cost:** £70

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**CPD Hours:** 2 General Group Study

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The Society is continuing with its series of support and information sessions for solicitors with a seminar on the application and appointment process for judicial appointments. The seminar will cover all aspects of the selection and assessment process.

The event will be delivered by an experienced professional in the field of recruitment, assessment and selection – **Mrs Ruth Laird CBE**.

Mrs Laird has over 30 years experience in the field of human resource management and organisational development, working in the public, private and voluntary sectors. She was formerly Director of the National Trust NI, Director of HR, BBC (NI) and a Fair Employment Commissioner. Mrs Laird is a Chartered Member of the Institute of Personnel and Development and has previously served as a Judicial Appointments Commissioner, a Civil Service Commissioner, a non-executive director of the Regulation and Quality Improvement Authority, Northern Ireland Transport Holding Company (Translink) and NI Prison Service. She has recently completed a term of office as a member of the Council of Ulster University. She currently holds a number of other appointments including as a Parole Commissioner, an Independent Assessor for Public Appointments, a member of the Civil Legal Services Appeal Panel and a member of the Mental Health Review Tribunal.

## ADVOCACY SERIES 2017

The following Advocacy events will be taking place over the course of 2017. The events have been designed to provide important, relevant and topical updates, advice and guidance for members who wish to hone their advocacy skills.

<b>Date</b>	<b>Title and Presenter</b>	<b>Time and location</b>	<b>Cost</b>	<b>CPD Hours</b>
Various dates – see time and location	Presenting Minors' Settlements  <i>This practical interactive course will consider how best to prepare and present a range of Minors' Settlements, covering different issues and potential pitfalls which may arise</i>	<b>Thursday 23 March 2017</b> City Hotel, Derry 10am – 4pm	£150	5 Client Care and Practice Management
		<b>Friday 24 March 2017</b> Canal Court Hotel, Newry 10am – 4pm		
		<b>Thursday 30 March 2017</b> Adair Arms, Ballymena 10am – 4pm		
		<b>Friday 31 March 2017</b> Law Society House, Belfast 10am – 4pm		

## ADVOCACY SERIES 2016 (Continued)

Date	Title and Presenter	Time and location	Cost	CPD Hours
Thursday 6 – Friday 7 April 2017	Preparing and Presenting Cases before a Mental Health Review Tribunal  <i>This practical interactive course on Mental Health Review Tribunals will focus on case preparation, understanding medical evidence, honing of advocacy skills and will conclude with a mock presentation</i>	Law Society House, Belfast  Thursday 6 April 2017 9.30am – 4.30pm  Friday 7 April 2017 9.30am – 12.30pm	£300	9 Client Care and Practice Management
Thursday 11 – Friday 12 May 2017	Focus on Licensing Applications  <i>This practical interactive course will focus on making a range of licensing applications to include case preparation, direction of proofs, honing of advocacy skills and will conclude with a mock presentation</i>	Law Society House, Belfast  Thursday 11 May 2017 9.30am – 4.30pm  Friday 12 May 2017 9.30am – 12.30pm	£300	9 Client Care and Practice Management
Friday 9 – Saturday 10 June 2017	Preparing and Presenting Cases before the Parole Commission  <i>This practical interactive course will focus on making a range of applications before the Parole Commission to include the making of written submissions, understanding medical evidence, honing of advocacy skills and will conclude with a mock application to the Parole Commission</i>	Law Society House, Belfast  Friday 9 June 2017 9.30am – 12.30pm  Saturday 10 June 2017 9.30am – 4pm	£300	9 Client Care and Practice Management
Thursday 21 – Saturday 23 September 2017	Focus on the Family Care Centre  <i>This interactive course enables solicitors to hone their advocacy skills and give them experience in running a family care case from beginning to end. The course culminates in a trial before a County Court judge and leaves participants ready to run their own cases in the changing legal aid environment</i>	Law Society House, Belfast  Thursday 21 September 2017 2pm – 5pm  Friday 22 September 2017 9.30am – 4.30pm  Saturday 23 September 2017 12.30pm – 3.30pm	£420	12 Client Care and Practice Management

## ADVOCACY SERIES 2016 (Continued)

Date	Title and Presenter	Time and location	Cost	CPD Hours
Thursday 16 November 2017	Training in relation to Vulnerable Witnesses  <i>This course provides specialist training in the practical skills required in relation to vulnerable witnesses. It explores what lawyers know about vulnerable persons as witnesses and how they can adapt their skills effectively</i>	Law Society House, Belfast 10am – 4pm	£150	5 Client Care and Practice Management

**Attendance at one of these seminars will fully cover the 2017 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 WOLF AT THE DOOR “: THE IMPLICATIONS OF CRIME, INSOLVENCY & TAX EVASION

**NEW**

**Date:** Tuesday 28 March 2017  
**Time:** 1pm – 2.30pm  
**Venue:** Law Society House, Belfast

**Cost:** £50

**CPD Hours:** 1.5 Client Care and Practice Management

While Northern Ireland may not have bailiffs, there are a surprising number of ways that an individual’s assets can be confiscated and repossessed in retribution for their debts or offences. This presentation will examine a range of contentious scenarios within law enforcement and debt recovery involving the repossession and seizure of a client’s assets – with reference to assets being seized under the Proceeds of Crime Act 2002. Discussion will centre on the wide-ranging powers conferred on the authorities by key legislation and client’s rights and obligations.

The session will be delivered by **Maria Glover, Napier & Sons Solicitors** and **Aidan Larkin, Wilsons Auction Group**. Maria is a Solicitor in Napier & Sons. She represents private clients before the Bankruptcy & Companies Master on a daily basis. With over a decade of experience in this specialised area of practice, Maria is widely recognised for her technical expertise.

Aidan leads the Asset Recovery Department for Wilsons Auction Group in the UK and Ireland. He manages the asset realisation process for a wide variety of clients ranging from National Law Enforcement Agencies, Public Sector Organisations, Lending Institutions and Insolvency Practitioners. Wilsons Auctions act for over 30 police forces across the UK & Ireland including HMRC & PSNI.



## PROBATE: A PRACTICAL GUIDE TO ESTATE ADMINISTRATION

**Date:** Various – see below

**Time:** 1pm – 3pm

**Venue:** Various – see below

**Cost:** £70

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**CPD Hours: 2 General Group Study**

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Probate work generates a large number of complaints. Delays and failure to deal appropriately with IHT issues recur frequently. 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, BPR, Single Farm Payments;
- 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 **Michael Graham, Cleaver Fulton Rankin**. Michael is Head of the Private Client Department, and specialises in trusts, tax, the administration of estates and issues affecting elderly and vulnerable clients. Michael is the former Chair of the Northern Ireland branch of the Society of Trust and Estate Practitioners and also sits on the Law Society of Northern Ireland committee for Non-Contentious Business. Michael is a member of the Executive Committee of Will to Give, a local charity created to promote charitable giving by will in Northern Ireland.

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

**Tuesday 28 March 2017**      Roe Park Resort, Limavady

**Wednesday 29 March 2017**      Law Society House, Belfast

## DATA PROTECTION: RISKS & CONSEQUENCES

**NEW**

**Date:** Various – see below

**Time:** Various – see below

**Venue:** Various – see below

**Cost:** £35

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

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There are many risks to a solicitor or law firm if they fail to meet their regulatory obligations under the Data Protection Act. These include a fine of up to £500,000, a criminal record, professional reputation damaged beyond repair or losing your job or practice.

## DATA PROTECTION: RISKS & CONSEQUENCES (Continued)

NEW

This CPD session will help you identify the risks and how to avoid them.

To increase accessibility the seminar will take place in the following locations:

### Wednesday 29 March 2017

Law Society House, Belfast	9.30am – 10.30am
Canal Court Hotel, Newry	1.30pm – 2.30pm

### Wednesday 20 September 2017

Roe Park Resort, Limavady	10am – 11am
Silverbirch Hotel, Omagh	3pm – 4pm

The sessions will be delivered by **Orlagh Kelly, THINKdataprotection.com** - a data protection training & consultancy agency which helps lawyers understand and meet their regulatory requirements in data protection through risk assessment and training. Orlagh ran her own legal practice for 12 years before moving into the legal technology field.

## PENSION OPTIONS IN DIVORCE AND THE IMPACT OF NEW PENSION FREEDOMS LEGISLATION

NEW

**Date:** Various – see below  
**Time:** Various – see below  
**Venue:** Various – see below

**Cost:** £35

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

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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 new pension freedoms legislation.

The topics to be covered include:

- Overview of the new 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.

This session will be delivered by **Law Society (NI) Financial Advice Ltd**. The topics will be brought to life using case studies and the attendees will be given useful factsheets to take away.

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

### Tuesday 4 April 2017

City Hotel, Derry	9.30am – 10.30am
Silverbirch Hotel, Omagh	3pm – 4pm

## PENSION OPTIONS IN DIVORCE AND THE IMPACT OF NEW PENSION FREEDOMS LEGISLATION

**NEW**

### Wednesday 5 April 2017

Canal Court Hotel, Newry 9.30am – 10.30am  
Law Society House, Belfast 3pm – 4pm

Please note that this session will be followed directly by the “Statutory Charge: An Update” session (see below). These sessions cost £35 each however anyone wishing to attend both sessions can do so for a discounted fee of £60.

## STATUTORY CHARGE – AN UPDATE

**Date:** Various – see below

**Time:** Various – see below

**Venue:** Various – see below

**Cost:** £35

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

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Members will be aware that the Society hosted a CPD seminar in early 2015 which dealt with the consolidation of the existing legislation in relation to the Statutory Charge and in particular the implementation of the Civil Legal Services (Statutory Charge) Regulations (NI) 2015 (the Regulations).

These Regulations incorporate the exemptions from the Statutory Charge contained in previous legislation to recover costs from those receiving legal aid in cases where the court awards the legally aided applicant lump sums of cash or property or where the applicant retains and continues to live in the family home.

With the aim of clarifying the current legal position, the Society is hosting a refresher CPD seminar to review the changes and consider a number of practical issues which have arisen with the implementation of the Regulations to date.

This session will be delivered by **Lisa Melarkey of Dermot Walker, Madden and Co.** Lisa is a member of the NIGALA Panel, the Children Order Panel and the Law Society Family Law Committee.

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

### Tuesday 4 April 2017

City Hotel, Derry 10.30am - 11.30am  
Silverbirch Hotel, Omagh 4pm – 5pm

### Wednesday 5 April 2017

Canal Court Hotel, Newry 10.30am – 11.30am  
Law Society House, Belfast 4pm – 5pm

Please note that this session will directly follow the “Pension Options in Divorce and the impact of new Pension Freedoms Legislation” session (see above). These sessions cost £35 each however anyone wishing to attend both sessions can do so for a discounted fee of £60.

**Date:** Various – see below

**Time:** 1pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £35 per session

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**CPD Hours:** 1 General Group Study

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The Law Society in conjunction with the Chartered Institute of Housing will be delivering a series of three Housing events during 2017.

### **Tuesday 11 April 2017 - Repossession – Impact on borrowers**

This session provides an overview of the rights of borrowers in mortgage repossession proceedings, including an analysis of recent case law.

### **Wednesday 13 September 2017 - Advising Landlord Clients**

This session provides an overview of the rights and responsibilities of landlords in the private rented sector including recent developments such as the introduction of tenancy deposit schemes and landlord registration.

### **Thursday 2 November 2017 - Help to Buy ISA**

This session gives a detailed overview of the new government Help to Buy ISA. This will include details of the scheme and the implications for solicitors in the conveyancing process.

The sessions will be delivered by **Charles O'Neill, Legal Adviser with Northern Ireland Co-Ownership Housing Association Limited**. Charles is responsible for advising the Board of Management and Senior Management Team on the Association's constitutional status as an industrial and provident society, a registered housing association and a charity recognised by HMRC. He also manages a caseload of complex legal issues on behalf of the Association relating to the purchase of properties and dealing with properties when they are in stock. Charles has extensive experience of housing issues. He has been a board member of Chartered Institute of Housing since April 2008 and holds membership of the Housing Law Practitioners Association and the Housing Studies Association. He has published work on Law of Mortgages in Northern Ireland (SLS Legal Publications, May 2008) as well as articles for the legal journal, Folio, on housing issues such as Article 40 planning agreements, the mortgage pre action protocol and the Housing Act (NI) 2011. Charles currently leads the Improve Team at CIH.

## CHARITY COMMISSION SERIES

**Date:** Various – see below  
**Time:** Various – see below  
**Venue:** Law Society House, Belfast

**Cost:** £35 per session

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**CPD Hours:** 1 General Group Study

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### Session 1

**Wednesday 12 April 2017** 1pm – 2pm

#### Accounting and Reporting for Charities

The Charities (Accounts and Reports) Regulations, which commenced on 1 January 2016, mean that all registered charities must report annually to the Charity Commission for Northern Ireland on their activities, governance and resources.

Compulsory annual reporting by registered charities has been introduced into Northern Ireland on a phased basis, following the commencement of charity registration in December 2013. In 2017, this means that many charities will have had their first taste of reporting to a regulator and of having their accounts published.

**Myles McKeown, Head of Compliance and Enquiries at the Charity Commission** will present an overview of the regulations and what lessons have been learned so far.

### Session 2

**Wednesday 1 November 2017** 10am – 11am

#### Charity Law Update

Regulation specifically relating to charities is still in relative infancy in Northern Ireland. With regulations continuing to stem from the Charities Act (Northern Ireland) 2008 and greater obligations being placed upon charities, this session will discuss the main developments in 2017, what charities can expect in 2018, highlight decisions of the Charity Tribunal and the High Court and cover lessons for the sector from the latest casework and investigatory work of the Commission.

This session will be delivered by **Yvonne Bell, Legal Advisor in the Charity Commission for Northern Ireland.**

## INTELLECTUAL PROPERTY SERIES

**Date:** Various – see below  
**Time:** 1pm – 2pm  
**Venue:** Law Society House, Belfast

**Cost:** £35 per session

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**CPD Hours:** 1 General Group Study

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During 2017 the Society is running two separate Intellectual Property/IT Law sessions which will be delivered by IP and IT lawyers **Forde Campbell LLC.**

## INTELLECTUAL PROPERTY SERIES (Continued)

### Session 1

Thursday 13 April 2017

#### Intellectual Property – An Overview

It is hard to think of any business today which does not involve a software system of one kind or another. As clients become more and more tech dependent, they are looking to commercial lawyers to provide advice on IT contracts.

This IT Law session will:

- look at the IT world from a practical point of view;
- discuss the best steps to take to bridge the gap between lawyer and “techie” so that the client’s needs can be properly understood;
- provide an update on the market position for terms in different types of IT contract;
- provide an introduction to the mysteries of open source software licensing and the copyleft theory.

This session is aimed at commercial lawyers generally, rather than IT specialists. Attendees will leave with an understanding of how to advise on the different types of IT transaction, where to find up to date best practice advice and how the continuous development of tech provides lawyers with many different opportunities for growth.

### Session 2

Friday 1 December 2017

#### Intellectual Property – An Update

In today's corporate environment clients increasingly need to be advised as to how they protect their IP, while at the same time exposing it to the marketplace for monetisation.

This session will:

- explain how to identify a client’s IP assets, and how to advise the client on the required protection steps;
- identify practical steps to help clients monetise their IP products, while continuing to protect their IP;
- look at a number of current Northern Ireland IP developments to track how best to look after and advise clients.

Following on from April’s “Intellectual Property – An Overview”, this session will focus on IP law in practice, rather than theory. The session will offer updates on IP developments and cases, linking these to trends in legal development and practical ways in which to advise clients. The aim of the session is to inform, but also to encourage discussion and debate over current IP issues. The session will heighten awareness amongst lawyers of the increasing prevalence of IP and IT rights and suggest practical ways of approaching these matters.

## SUCCESSFUL TENDERING

**Date:** Tuesday 25 April 2017

**Time:** 10am – 12 noon

**Venue:** Law Society House, Belfast

**Cost:** £70

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**CPD Hours:** 2 Client Care and Practice Management

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All businesses, including law firms, continue to operate in a highly competitive marketplace where all sources of work and income need to be fully explored. Tendering for contracts in Northern Ireland could allow your firm to tap into a rewarding market. While statistics show that local businesses are successful in winning contracts there is concern that small and medium sized enterprises are missing out and more could be done to increase access for these sectors to bid for and win business.

## SUCCESSFUL TENDERING (Continued)

Submitting a tender is common practice for businesses supplying goods or services to other businesses or the public sector. This session will show how to understand the market as well as give clear direction on how to achieve success.

It will cover:

- 5 key steps to tendering success;
- How to source the opportunities;
- What the buyers are looking for;
- How to reply with a successful bid.

The seminar will be delivered by **Dave McClements of Core Consulting**. Dave has specialised in the field of tendering for over 19 years. This has included helping clients understand the tender process, research the needs of buyers and understand the crucial factors for tendering success.

## WELLBEING IN THE WORKPLACE: WHY IT MATTERS

**Date:** Various – see below

**Time:** 1pm – 2.30pm

**Venue:** Law Society House, Belfast

**Cost:** £50

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**CPD Hours:** 1.5 Client Care and Practice Management

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In order to have a legal profession that is fit for the demands of delivering legal services in the 21st century we need to make sure that those providing the services are productive, resilient and able to cope with a changing and competitive environment.

Increasingly organisations are developing wellbeing policies. There are many benefits to this – greater self-esteem, optimism, resilience, vitality, positive relationships with colleagues, better physical and mental health, greater motivation, creativity and more productive work. From an employer's perspective actively improving wellbeing may help to attract a talented and diverse range of people, help with staff retention, reduce sick days, increase productivity and give an edge over competitors. It makes business sense to take wellbeing seriously.

This seminar will help identify aspects of practice that compromise wellbeing and identify ways of improving wellbeing including:

- Understanding what wellbeing means;
- Factors that affect wellbeing;
- Effects of stress;
- Working with difficult people;
- Strategies for success including practical tips on time management and effective use of email.

To increase accessibility this session will run on the following dates:

**Wednesday 26 April 2017**

**Tuesday 5 December 2017**

The session will be delivered by **Trish McLellan – Co-ordinator for Scotland and Northern Ireland, LawCare**. LawCare is the charity that supports and promotes wellbeing in the legal community throughout the UK and Ireland.



**Date:** Various – see below

**Time:** 1pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £20

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

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Attracting, recruiting and selecting the right people can be a challenging task. One option available is the use of a recruitment agency or external consultant to help navigate this.

This session will be delivered by **Jim Berrisford, Berrisford Associates**. Jim is the former Recruitment and Employment Confederation (REC) Regional Director and member of the REC Council.

Topics to be covered include:

- Should I talk to a recruitment firm?
- What will they do?
- Is it confidential?
- Will they work for me?
- How do I get the best from a recruiter?
- The costs involved?
- Alternatives?

To increase accessibility this session will run on the following dates:

**Wednesday 3 May 2017**

**Monday 4 December 2017**

## NON CONTENTIOUS PROBATE APPLICATIONS: A GUIDE TO PRACTITIONERS

**Date:** Wednesday 10 May 2017

**Time:** 1pm – 2.30pm

**Venue:** Law Society House, Belfast

**Cost:** £35 per session

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**CPD Hours:** 1.5 General Group Study

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

**Master Ian Hardstaff** will discuss why a substantial number of applications have to be returned, often for what may appear to be minor corrections, and clarify the reasons for this. These returns can cause frustration and also delay, for practitioners, their clients and Probate Office staff.

It is hoped that 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.

**Date:** Various – see below

**Time:** 10am – 1pm

**Venue:** Law Society House, Belfast

**Cost:** £90

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

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There are several implications of breaching your data protection obligations as a solicitor. These include a £500,000 fine, a criminal record, irreparable damage to professional reputation or the loss of your job or practice.

This session will look at:

- Understanding what your obligations really are:

Data Protection legislation is complex. This session will set it in a context that is genuinely relevant to a solicitor, using real life examples to enhance understanding of this complex field.

- Learning what security measures you need to take:

Scare stories of data breaches can make protecting yourself and your firm seem like an overwhelming task. This session will discuss the key actions you can take to increase security in your firm, and to protect the firm as much as possible.

- Knowing what to do if something goes wrong:

Despite best endeavours sometimes things go wrong. When it does, you need to act fast to contain the damage. This session will help you put together a plan for such an emergency.

To increase accessibility this session will run on the following dates:

**Friday 12 May 2017**

**Friday 24 November 2017**

**Attendance at this seminar will fully cover the 2017 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 will be delivered by **Orlagh Kelly, THINKdataprotection.com** - a data protection training & consultancy agency which helps lawyers understand and meet their regulatory requirements in data protection through risk assessments and training. Orlagh ran her own legal practice for 12 years before moving into the legal technology field.

## DEALING WITH DECEASED INSOLVENT ESTATES

NEW

**Date:** Wednesday 17 May 2017  
**Time:** 1pm – 2pm  
**Venue:** Law Society House, Belfast

**Cost:** £35

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**CPD Hours:** 1 General Group Study

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This seminar will provide an essential guide for all practitioners dealing with a deceased's debts and will explore the implications of the Administration of Insolvent Estates of Deceased Persons Order (NI) 1991 including a step-by-step guide to the legislation, case studies and practical insight on how to handle estates in financial crisis from the perspective of executors, the deceased's family, beneficiaries and creditors.

This session will be delivered by **Maria Glover**. Maria is a Solicitor in Napier & Sons. She represents private clients before the Bankruptcy & Companies Master on a daily basis. With over a decade of experience in this specialised area of practice, Maria is widely recognised for her technical expertise.

## CHILDREN ORDER CONFERENCE 2017

**Date:** Thursday 18 May 2017  
**Time:** 10am – 4pm  
**Venue:** Crowne Plaza, Shawsbridge, Belfast

**Cost:** £150

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**CPD Hours:** 5 General Group Study

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Following on from the very successful inaugural Children Order Conference in 2016, the 2017 Children Order Conference has been organised for Thursday 18 May 2017. It will include a mix of topical presentations and interactive workshops.

To ensure the Conference is current and topical, emerging and existing topics will be selected in the run up to the event. Further details will be made available to members in early 2017.

## ESTATE PLANNING FOR DIGITAL ASSETS ON INCAPACITY AND DEATH

NEW

**Date:** Various – see below  
**Time:** Various – see below  
**Venue:** Various – see below

**Cost:** £30

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**CPD Hours:** 1 General Group Study

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Dealing with digital assets on both incapacity and death is now an important part of estate planning for solicitors. This seminar gives an overview of the current law on digital assets and provides some practical guidance on how to navigate this relatively new area of practice.

The seminar will be of benefit to all solicitors who deal with private client and the administration of estates work. It will be delivered by **Andrew Kirkpatrick, Assistant Secretary, Law Society of Northern Ireland**.

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

**Tuesday 6 June 2017**

City Hotel, Derry 1pm – 2pm

**Wednesday 7 June 2017**

Silverbirch Hotel, Omagh 1pm – 2pm

**Wednesday 14 June 2017**

Canal Court Hotel, Newry 9.30am – 10.30am

Law Society House, Belfast 1.30pm – 2.30pm

## COMMISSION FOR PUBLIC APPOINTMENTS NI – GUIDANCE AND INFORMATION

**Date: Wednesday 6 September 2017**

**Time: 1pm – 2pm**

**Venue: Law Society House, Belfast**

**Cost: £20**

**CPD Hours: 1 General Group Study**

The Society is continuing to provide guidance and support seminars for solicitors in a range of areas. This particular session will be presented by **Judena Leslie, Commissioner for Public Appointments NI**.

The seminar will include information on:

- The role of the Commissioner;
- The opportunities available;
- Coping with the recruitment process;
- The drive for more diverse boards.

## NORTHERN IRELAND JUDICIAL APPOINTMENTS COMMISSION - GUIDANCE AND INFORMATION

**Date: Thursday 14 September 2017**

**Time: 1pm – 2pm**

**Venue: Law Society House, Belfast**

**Cost: £35**

**CPD Hours: 1 General Group Study**

The Society is continuing to provide guidance and support seminars for solicitors in a range of areas. This particular session will be delivered by the **Northern Ireland Judicial Appointments Commission (NIJAC)**.

The seminar will include information on:

- The statutory basis and remit of NIJAC;
- An overview of the range of office for which NIJAC recruits;
- The latest developments within NIJAC;
- An overview of current opportunities and associated assessment methods;
- Information on the Judicial Shadowing Scheme;
- Sources of further information.

## CAPITAL TAX – PLANNING AND PITFALLS

NEW

**Date: Friday 15 September 2017**

**Time: 1pm – 2pm**

**Venue: Law Society House, Belfast**

**Cost: £35**

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**CPD Hours: 1 General Group Study**

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This seminar will cover the:

- Filing obligations for Estates – Trust and Estate Tax Return or Informal Procedure;
- Calculation of Inheritance Tax – how does Taper Relief work?
- IHT Planning – Directors Loans and Business Property Relief;
- Higher rate SDLT on additional residential properties;
- Property ownership and the use of Declarations of Trust/Form 17;
- IHT Residence Nil Rate Band and downsizing.

The seminar will be delivered by **Seamus McLernon, Director, MB McGrady & Co, Chartered Accountants** and **Nicola McCartan, Tax Manager, MB McGrady & Co, Chartered Accountants**. It will be of benefit to both recently qualified solicitors and those wishing to update their knowledge on the topics above.

## TESTAMENTARY CAPACITY

**Date: Thursday 28 September 2017**

**Time: 4.30pm – 6pm**

**Venue: Law Society House, Belfast**

**Cost: £50**

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**CPD Hours: 1.5 General Group Study**

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This session will look at testamentary capacity both from the perspective of making a will and challenging a will on the grounds of capacity (or defending a challenge to a will) through to hearing or compromise. It will include the following:

- Banks v Goodfellow and the legal test revisited;
- The capacity “aspects” of knowledge and approval and undue influence;
- The rule in Parker v Felgate;
- The draftsman’s duty in respect of capacity when making a will;
- The current status of the golden rule;
- The importance of good attendance notes (with sample notes to provoke discussion);
- Instructing medical experts - the principles and the practical reality;
- The role for the statutory will;
- Capacity challenges – the procedure in brief and the burden of proof;
- Acting for a claimant in a prospective capacity challenge – first steps and evidence gathering/acting for a defendant beneficiary or executor;
- The role of the draftsman in capacity challenges, including Larke v Nugus letters;
- Litigation procedure, including dealing with caveats;
- Compromises;
- Costs.

The session will be delivered by **Sheena Grattan BL**. Sheena is a practising Chancery barrister in Northern Ireland

## TESTAMENTARY CAPACITY (Continued)

specialising in private client work. Previously she was a senior lecturer in the Law School of Queen's University, Belfast lecturing in Equity (including Trusts), Land Law, Inheritance and the Law and Revenue Law, having started her career as a solicitor in private practice. Sheena is the author of several legal texts including Succession Law in Northern Ireland (SLS), and, with James Kessler QC, Drafting Trusts & Will Trusts in Northern Ireland (Bloomsbury). She is a founding member of the STEP: Northern Ireland branch and in 2012 was the recipient of a STEP Founder's award for outstanding achievement. She has been an examiner and tutor for both the Administration of Trusts and Administration of Estates components of the STEP/CLT Diploma programme in Northern Ireland since its inception.

## CONVEYANCING CONFERENCE 2017

**Date: Tuesday 10 October 2017**

**Time: 10am – 4pm**

**Venue: Crown Plaza, Shawsbridge, Belfast**

**Cost: £150**

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**CPD Hours: 5 Compulsory Conveyancing/General Group Study**

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As part of the Society's Compulsory Conveyancing CPD programme, the 2017 Conveyancing Conference has been organised for Tuesday 10 October 2017.

The programme will cover current conveyancing issues relevant to all those who undertake conveyancing transactions. To ensure the Conference is current and topical, emerging and existing topics will be selected in the run up to the event. Further details will be made available to members in early 2017.

**Attendance at this conference will fully cover the 2017 Compulsory Conveyancing CPD requirement. Any additional hours gained can be carried over into the General Group Study section.**

## LEGAL ISSUES ARISING FROM THE USE OF SOCIAL MEDIA - AN UPDATE

**Date: Tuesday 17 October 2017**

**Time: 1pm – 2pm**

**Venue: Law Society House, Belfast**

**Cost: £35**

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**CPD Hours: 1 General Group Study**

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This session will provide an overview of recent decisions and other legal developments involving the use of Social Media and its continuing impact.

The session will be delivered by **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.

## SPORTS LAW CONFERENCE 2017

**Date:** Friday 10 November 2017

**Time:** 9am – 2pm

**Venue:** Belfast

**Cost:** £90

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**CPD Hours:** 5 General Group Study

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The annual Sports Law Conference is now an established and anticipated part of the Law Society CPD programme. Over the last six 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. Building upon this success, the sixth annual Sports Law Conference will take place on Friday 10 November 2017. Presenters and topics will be detailed early in the New Year.

## PRACTICE MANAGEMENT 2017

**Date:** Various – see below

**Time:** Various – see below

**Venue:** Various – see below

**Cost:** Free of charge

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**CPD Hours:** 2 Client Care and Practice Management

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The Law Society of Northern Ireland is committed to providing support to members on challenging issues and offering ideas and suggestions on how firms could maximise the opportunities available to them. We continue to do this by offering a **FREE** series of CPD sessions to be delivered across Northern Ireland. There will be input from a range of professionals on relevant and topical issues. To ensure the events are as topical and useful as possible speakers and topics will be advertised later in 2017.

To increase accessibility the seminar will take place in the following locations:

<b>Tuesday 14 November 2017</b>	1pm – 3pm	Killyhevlin Hotel, Enniskillen
<b>Wednesday 15 November 2017</b>	10am – 12noon	Canal Court Hotel, Newry
<b>Wednesday 15 November 2017</b>	3pm – 5pm	Law Society House, Belfast

## THE APPRENTICE AND YOU

**Date:** Wednesday 22 November 2017

**Time:** 10am – 1pm

**Venue:** Law Society House, Belfast

**Cost:** £60

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

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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.

## THE APPRENTICE AND YOU (Continued)

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 2017 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.

## DRAFTING WILLS AND TRUSTS

**Date: Various – see below**

**Time: Various – see below**

**Venue: Various – see below**

**Cost: £70**

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**CPD Hours: 2 General Group Study**

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This practical guide to drafting wills and trusts has been designed to provide maximum benefit to sole practitioners and small/medium firms. Topics to be covered include:

- 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;
- Administrative Provisions;
- Trust Planning.

The seminar will be delivered by **Michael Graham, Cleaver Fulton Rankin Solicitors**. Michael is Head of the Private Client Department, and specialises in trusts, tax, the administration of estates and issues affecting elderly and vulnerable clients. Michael is the former Chair of the Northern Ireland branch of STEP and also sits on the Law Society of Northern Ireland committee for Non Contentious Business. Michael is a member of the Executive Committee of Will to Give – a local charity created to promote charitable giving by will in Northern Ireland.

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

**Wednesday 22 November 2017**

Killyhevin Hotel, Enniskillen      1pm – 3pm

**Thursday 30 November 2017**

Canal Court Hotel, Newry      10am – 12 noon

Law Society House, Belfast      3pm – 5pm



## MENTAL CAPACITY – PRINCIPLES AND PROBLEMS

NEW

**Date:** Thursday 23 November 2017

**Time:** 1pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £35

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**CPD Hours:** 1 General Group Study

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The Society is continuing with CPD activity covering mental health and mental capacity.

This session will cover capacity history, information and guidelines and specific criteria for various capacity functions including:

- testamentary capacity;
- capacity in decision making;
- capacity to instruct solicitors;
- discussion and Q and A.

The seminar will be delivered by **Dr Noel Scott**. Dr Scott TD, FRCP, MRCPsych was a Consultant Psychiatrist at Belfast City Hospital from 1981 until his retirement from NHS practice in 2009. His special area of expertise was Psychiatry of Old Age (POA) and he established the first POA service in Ireland, organised along lines recommended by the Royal College of Psychiatrists. He served as a 'second opinion' medical officer in relation to the NI Mental Health Order (part IV provisions) from 1986 to 2013. Dr Scott sits as a medical member on the NI Mental Health Review Tribunal, the Medical Appeal Tribunal and the Pensions Appeal Tribunal. He has a special interest in mental capacity and has provided many capacity-related reports on patients including for the Official Solicitor to the Court of Judicature of Northern Ireland. He also has a special interest and expertise in somatoform disorders, Chronic Fatigue Syndrome, psychiatric trauma and military psychiatry.

## RECENT DEVELOPMENTS IN ESTATE DISPUTES

**Date:** Thursday 23 November 2017

**Time:** 4.30pm – 6pm

**Venue:** Law Society House, Belfast

**Cost:** £50

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**CPD Hours:** 1.5 General Group Study

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This session will cover recent developments in the area of contentious estate litigation. During 2016 there were two significant decisions of The Honourable Mr Justice Horner on the burden of costs in contentious probate which no probate practitioner can afford to ignore - in the Estate of Brian Mackenzie and Watton and Watton v Crawford. This seminar will discuss these along with the Supreme Court hearing it's first family provision case, on the able-bodied adult child applicant in December 2016.

The session will be delivered by **Sheena Grattan BL**. Sheena is a practising Chancery barrister in Northern Ireland specialising in private client work. Previously she was a senior lecturer in the Law School of Queen's University, Belfast lecturing in Equity (including Trusts), Land Law, Inheritance and the Law and Revenue Law. Sheena started her career as a solicitor in private practice. She is the author of several legal texts including Succession Law in Northern Ireland (SLS), and, with James Kessler QC, Drafting Trusts & Will Trusts in Northern Ireland (Bloomsbury). She is a founding member of the STEP: Northern Ireland branch and in 2012 was the recipient of a STEP Founder's award for outstanding achievement. She has been an examiner and tutor for both the Administration of Trusts and Administration of Estates components of the STEP/CLT Diploma programme in Northern Ireland since its inception.

## LITIGATION IN THE USA – PRACTICAL ADVICE TO PROTECT YOUR CLIENTS

**Date:** Tuesday 28 November 2017

**Time:** 3.30pm – 4.30pm

**Venue:** Law Society House, Belfast

**Cost:** £35

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**CPD Hours:** 1 General Group Study

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This session will focus on practical advice for solicitors whose clients are involved in or may become involved in civil litigation in the USA. It will provide a practical overview of the USA legal system for cases of all kinds.

The session will be delivered by **Martin Blake**. Martin graduated from Queen's University, Belfast and practiced at the Northern Ireland Bar from 1972-80. He then moved to San Francisco, became a member of the California Bar and in 2001 was elected President of the San Francisco Trial Lawyers' Association. He has been listed in 'Best Lawyers in America' since 2006 and currently manages his San Francisco office's international practice from Holywood, County Down.

## BUILDING RESILIENCE FOR IMPROVED PERFORMANCE

**Date:** Thursday 30 November 2017

**Time:** 10am – 1pm

**Venue:** Law Society House, Belfast

**Cost:** £90

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

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This course is designed to help you strengthen your mind and build resilience to the pressures of a fast-paced working environment. You will learn how to improve and maintain your mental fitness so you can perform better under pressure.

Topics to be covered include:

- Understanding how the mind reacts to pressure;
- The cornerstones of Mental Resilience;
- How to build resilience to improve your performance at work.

**Attendance at this seminar will fully cover the 2017 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 **Wendy McCulla** of **Aspire Learning & Development**. Wendy is an accredited Executive Coach with the International Coach Federation and has over 15 years experience working with professionals to help them achieve their potential and implement positive change in their organisations.

## IHT UPDATE: CURRENT MATTERS MET IN PRACTICE

**Date:** Friday 1 December 2017  
**Time:** 10am – 11am  
**Venue:** Law Society House, Belfast

**Cost:** £35

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**CPD Hours:** 1 General Group Study

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This practical session will cover any changes made to Inheritance Tax in the 2017 Budget. There will be a review of the new Residence Nil Rate Band. Problem areas commonly found in practice will also be discussed.

The session will be delivered by **Nigel Anketell, Chartered Accountant.**

## DEALING WITH BEREAVED CLIENTS AND THOSE EXPERIENCING EMOTIONAL OR DIFFICULT CIRCUMSTANCES

**Date:** Wednesday 6 December 2017  
**Time:** 12.30pm – 2.30pm  
**Venue:** Law Society House, Belfast

**Cost:** £70

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**CPD Hours:** 2 Client Care and Practice Management

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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.

## INTERNATIONAL HUMAN RIGHTS DAY

**Date:** Wednesday 25th October  
**2017 Venue:** Law Society House,  
Belfast

**Cost:** Free of Charge

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**CPD Hours:** 1 General Group Study

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Human Rights Day is observed by the international community every year on 10 December. It commemorates the day in 1948 when the United Nations General Assembly adopted the Universal Declaration of Human Rights.

The Law Society annually recognises International Human Rights Day by holding a CPD event and will do so again on Friday 8th December 2017. Speakers and topics will be detailed closer to the event.

## LINKEDIN FOR LAWYERS

NEW

**Date:** Tuesday 12 December 2017

**Time:** 1pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £35

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**CPD Hours:** 1 General Group Study

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How are you harnessing the massive audience on LinkedIn to build your online reputation and attract new clients? This seminar will give an insight into creating a professional LinkedIn profile to help build your own online network. This session will cover:

- How to optimise your profile for maximum exposure;
- Case study examples of great LinkedIn profiles;
- Growing your business network.

The session will be delivered by organisational development specialist, management training expert, HR and marketing professional **Linzi Conway, Key to Success Consultants**. Linzi is an experienced LAMDA qualified speaker and trainer with almost two decades of experience in business growth. Linzi is a CMI Chartered Manager, a Member of the Chartered Institute of Marketing, a Chartered Marketer and a Fellow of the Chartered Institute of Personnel and Development.

## COURAGEOUS CONVERSATIONS

**Date:** Wednesday 13 December 2017

**Time:** 12.30pm – 2pm

**Venue:** Law Society House, Belfast

**Cost:** £50

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**CPD Hours:** 1.5 Client Care and Practice Management

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Fear of creating conflict can lead to the avoidance of addressing sensitive topics or delivering challenging messages in the workplace. This interactive workshop will help to define courageous conversations and provide new thinking and tools to help deliver them when needed.

The session will be delivered by **Niamh Shiells, Advance Coaching**. Niamh is a Professional Executive & Career Coach, Team Coach and Trainer working across UK and Ireland on a wide range of coaching & training assignments. She specialises in working with leaders to develop their competence, confidence and capacity. She is former Chair of the Association for Coaching Ireland and was awarded an AC Honorary Fellowship in 2013 for her "outstanding contribution to coaching in Ireland." She is a current Board Director at the Association for Coaching and Women in Business NI.

THE LAW SOCIETY  
OF NORTHERN IRELAND



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