



CPD Training Programme

January – June 2011

The following pages contain information on the events being run by the Law Society. Additional events will be advertised via E-nformer and on the website. If you would like to attend, simply complete the enclosed booking form and send to the CPD Coordinator at the address below.

Additional CPD events will be added throughout the year to complement the current programme. These will be publicised on our website and via E-former.

All information regarding CPD requirements, including exemptions, can be found on the members section of the website.

For further information please contact:

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Child Maintenance: Advising Clients on Making the Right Choices

Various dates and venues

The law relating to child maintenance has changed the way the Child Maintenance and Enforcement Division (previously the Child Support Agency) does its business.

Parents are free to make choices about Child Maintenance and a free phone Information and Support Service has been established to provide advice and guidance.

The Law Society in conjunction with the **Child Maintenance and Enforcement Division (CMED)** is running this practical seminar to make solicitors aware of the changes and keep them up to date when advising clients. **Tracey Teague, CMED's Director of Business Development** will explore the legislative remit of the Division to promote the benefits of Child Maintenance.

Tracey will be accompanied by **John Millar, Manager of CMED's Northern Ireland Operations**, who will provide a practical overview of the Statutory Maintenance Service and the range of enforcement measures available to the Division.

The seminars will provide an opportunity for practitioners to get factual information about changes to the Child Maintenance system and also discuss their concerns and queries with people who have first hand knowledge and experience.

To facilitate as many solicitors as possible the seminar is being held in several locations:

Monday 24 January 2011	10.30am – 12 noon	Killyhevlin Hotel, Enniskillen
Monday 24 January 2011	3.30pm – 5pm	Da Vinci's Hotel, Derry
Tuesday 25 January 2011	10.30am – 12 noon	Canal Court Hotel Newry
Tuesday 25 January 2011	2.30pm – 4pm	Law Society House, Belfast

COST: £50

CPD HOURS & TYPE: 1.5 General Group Study
Registration and refreshments 15 mins prior to each event

Contentious Costs: An Overview

Friday 4 February 2011

Law Society House, Belfast

This is the second in a series of seminars on costs to be given by **Paul Kerr, Costs Drawer**. It will focus on **Contentious Costs** and will revisit the Solicitors (Client Communication) Practice Regulations 2008 in respect of Contentious costs. It will cover the following topics:

- The nature of contentious costs and the difference to non-contentious costs
- The contractual basis of charge between solicitor and client
- The nature of party and party costs and the entitlement to same
- Quantification of solicitor's profit costs
- Quantification of outlay including counsel and experts fees
- Taxation

The seminar will also allow for a Q & A session – specific questions should be submitted to the Society in advance of the seminar.

COST: £70

TIME: 1pm – 3pm

CPD HOURS & TYPE: 2 Client Care and Practice Management
Lunch and registration at 12.30pm

Review of Homeless Decisions: The Housing (Amendment) Act (NI) 2010

Various dates and venues

The Housing (Amendment) Act (NI) 2010 presents a new and unique opportunity for legal professionals in Northern Ireland. The Act makes a number of important amendments to existing legislation, particularly in the area of homelessness. Most significantly for legal professionals, the Act introduces a new County Court homelessness appeals procedure. It also places a requirement on the Northern Ireland Housing Executive to develop and publish a homelessness strategy.

From 1st December 2010 Section 5 of the Housing (Amendment) Act (NI) 2010 gives applicants for homeless assistance a right to request a review of decisions taken by the Housing Executive. It also gives a right of appeal in the County Court.

When applicants seek legal representation with their County Court appeals, it is vital that solicitors are fully aware of the Housing (NI) Order 1988 (homelessness legislation) and understand the implications of the Housing (Amendment) Act (NI) 2010.

The Law Society in conjunction with the **Housing Rights Service** has organised a seminar which will cover:

- An overview of the Housing (NI) Order 1988 (homelessness legislation)
- The impact of the Housing (Amendment) Act (NI) 2010
- Decisions open to review & appeal
- Reviewing a homeless decision
- County Court appeals

To increase accessibility the seminar will be held in the following locations:

Tuesday 8 February 2011	1pm – 4pm	Law Society House, Belfast
Wednesday 9 February 2011	1pm – 4pm	Da Vinci's Hotel, Derry

COST: £95

CPD HOURS & TYPE: 3 General Group Study
Lunch and registration at 12.30pm

All profits to be donated to Habitat for Humanity NI

Mediation: Series of Seminars

Various dates

Law Society House, Belfast

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 as such the Society is continuing its series of seminars to ensure that solicitors consider mediation as an option in various areas of work.

The topics to be covered are:

Wednesday 16 February 2011	Mediation and Construction cases
Wednesday 18 May 2011	Mediation and Clinical Negligence cases

The seminars will be hosted by **Brian Speers, Managing Partner with Carson Morrow Graham and President of the Law Society.**

Further Mediation seminars are planned for the latter part of 2011 and will be advertised in the July – December 2011 CPD Brochure.

COST: £35

TIME: 1pm – 2pm

CPD HOURS & TYPE: 1 General Group Study
Lunch and registration at 12.30pm

Housing Seminars

Various dates

Law Society House, Belfast

The legal profession plays a significant role in the operation of the housing system in Northern Ireland; advocating for those seeking legal redress, acting for housing deliverers in the social and private housing sectors, advising government and housing professionals across the sector.

This contribution was recognised by the recent Commission on the Future for Housing in Northern Ireland which made several recommendations that are directly relevant to the legal profession. Key among these was the need for housing professionals to work more closely with those in the legal profession to share knowledge and practice in housing. With a rapidly changing housing market, the prospect of new forms of private finance investing in housing and households themselves in ever greater need of legal advocacy, legal professionals will be in greater demand and have a central role to play in the future of housing.

The **Chartered Institute of Housing in Northern Ireland** is committed to working with legal professionals to enhance the operation of the housing system, through leadership, practice sharing and knowledge transfer. In partnership with the Law Society it will host a series of timely seminars each focusing on key relevant housing related topics for the legal profession.

SEMINAR 1

Wednesday 23 February 2011 12.45pm – 3pm 2 General Group Study hours £70

The first seminar will comprise a presentation from **Alyson Kilpatrick BL**, one of the three Commissioners with the Independent Commission on the Future of Housing in Northern Ireland, who will outline her perspective on how the legal framework in Northern Ireland promotes an effective housing system. The seminar will also include a presentation from **Charles O'Neill LLB, Solicitor** on future developments in the law of private tenancies. It will consider the government's new private rented sector strategy "Building Sound Foundations" and the Housing (Amendment) (No 2) Bill currently before the Northern Ireland Assembly.

SEMINAR 2

Wednesday 15 June 2011 1pm – 2.30pm 1.5 General Group Study hours £50

The second seminar will consider planning agreements under Article 40 of the Planning (NI) Order 1991. Tied to a planning permission, these agents can currently be used to secure the provision of lands for a school, community hall, recreation facilities etc. In the future they could be used to make provision for social and affordable housing. This seminar will consider the implications of planning agreements for developers and purchasers and their legal advisers, comparing and contrasting the relevant provisions in England and Wales and in the Republic of Ireland.

Lunch and registration at 12.30pm for both events

Client Care and Practice Management: Key Topics

Various dates and venues

Not only is Client Care and Practice Management a mandatory part of the annual CPD requirement but it is also a major part of running a successful practice.

This seminar is the latest in a series of Law Society Client Care and Practice Management focussed events. It will concentrate on 4 key areas:

- Marketing Your Firm – Maximising and Advertising Your Strengths – **Gwynneth Cockcroft, DCP**
- Effective Cash-flow Management – **Sharon McLaughlin, Moore Stephens, Chartered Accountants**
- Staffing/Employment Issues – **Rosemary Connolly, Solicitor**
- Stress Recognition and Management – Protecting You and Your Staff – **Trish McClellan, LawCare.**

Attendance at this seminar will fully cover the 2011 Client Care and Practice Management CPD requirement.

To increase accessibility the seminar will run in several locations across Northern Ireland:

Tuesday 8 March 2011	1pm – 4pm	City Hotel, Derry
Wednesday 9 March 2011	9.30am – 12.30pm	Canal Court Hotel, Newry
Wednesday 9 March 2011	2.30pm – 5.30pm	Law Society House, Belfast

COST: £100

CPD HOURS & TYPE: 3 Client Care and Practice Management Refreshments and registration 15 mins prior to each event

Risk Management Seminar

Various dates and venues

Risk management is a term all legal professionals are familiar with. However implementing risk management strategies and processes in a way that is relevant and beneficial to you and your firm can be challenging.

This practical seminar has been divided into two parts.

Risk management - **Gary Thompson, Vice President, Marsh Claims Consulting, Peter Kelly, Senior Vice President and Head of Office, Marsh Ltd** and **Leslie Dick, Vice President, Marsh Ltd** will cover topics including the claims experience, risk management and feedback from the market.

Regulation – **Sue Bryson, Deputy Chief Executive, Law Society of Northern Ireland and Head of Regulation** will give an overview of the Society's regulatory function drawing attention to the most important aspects of the regulatory framework and the fundamental principles on which they are based.

To increase accessibility the seminar will run in several locations across Northern Ireland:

Monday 14 March 2011	10am – 12 noon	Killyhevlin Hotel, Enniskillen
Monday 14 March 2011	3pm – 5pm	Da Vinci's Hotel, Derry
Tuesday 15 March 2011	10am – 12 noon	Canal Court Hotel, Newry
Tuesday 15 March 2011	2.30pm – 4.30pm	Law Society House, Belfast

COST: £70

CPD HOURS & TYPE: 2 Client Care and Practice Management
Refreshments and registration 15 mins prior to each event

Limitation Periods

Friday 1 April 2011

Law Society House, Belfast

This course will guide delegates through the issues surrounding limitation along with an examination of current practices and procedures. It will consider a range of matters arising out of limitation law as they affect different areas of practice and will also look at relevant legislation. The course will be presented by Queen's Counsel.

The topics to be covered will include:

- General principles
- Actions in contract, tort, land/deeds and latent damage
- Personal Injuries cases including date of knowledge
- Defective Products -The Consumer Protection (NI) Order 1987
- Unusual cases - Aircraft, Shipping, Transport
- Procedural matters including prejudice and dealing with defence of Limitation
- Delaying the Commencement of the Limitation Period
- Resetting the clock and suspending the running of time.

COST: £70

TIME: 1pm – 3.00pm

CPD HOURS & TYPE: 2 General Group Study
Lunch and registration at 12.30pm

Client Care: Dealing with Bereaved Clients

Wednesday 6 April 2011

Law Society House, Belfast

On a daily basis solicitors are interacting and dealing with many different types of client with a wide range of problems and issues. This of course can include a grieving or bereaved client. Advising a client in this situation can be demanding.

This practical lunchtime seminar aims to assist solicitors understand and deal in an effective and sensitive way with clients who have recently been bereaved. The seminar will be delivered by **David Gaston, formerly Partner with Gaston Graham Solicitors**.

Whilst this seminar will be of general appeal to all solicitors it will be of particular interest to those practitioners engaged in Probate work and those who handle fatal accident claims. Early booking is advisable as numbers will be limited.

COST: £35

TIME: 1pm – 2pm

CPD HOURS & TYPE: 1 Client Care and Practice Management
Lunch and registration at 12.30pm

Client Complaints: Learning From Experience

Various dates and venues

The vast majority of dealings between solicitors and clients are conducted in an efficient and satisfactory way. However occasionally, due to the very complex nature of some matters, problems can arise and when this happens it is important that solicitors deal with the situation quickly and effectively.

To address this issue and to keep solicitors up to date with all developments the Law Society has organised a seminar to look at various issues including:

- How to deal with a complaint at practice level
- What happens when a complaint comes to the Law Society
- What the complaints process is and how it works
- Potential action that can be taken by the Society
- Major pitfalls and straightforward remedies
- Examples of the Client Complaints Committee experiences.

The seminar will be sponsored by the **Client Complaints Committee** under the chairmanship of Michael Robinson. Attendees will also have the opportunity to hear from the **Lay Observer, Alasdair Maclaughlin**, about his experiences when objectively overseeing complaints brought to the Committee.

To increase accessibility the seminar will run in several locations across Northern Ireland:

Thursday 7 April 2011	10.30am – 12.30pm	Killyhevlin Hotel, Enniskillen
Thursday 7 April 2011	3pm – 5pm	Da Vinci's Hotel, Derry
Friday 8 April 2011	10am – 12 noon	Canal Court Hotel, Newry
Friday 8 April 2011	2pm – 4pm	Law Society House, Belfast

COST: £70

CPD HOURS & TYPE: 2 Client Care and Practice Management
Refreshments and registration 15 mins prior to each event

Mortgage Fraud: Protecting Your Practice

Various dates and venues

Solicitors are integral to the transfer of property. They have a central and trusted role and as such can be seen as an attractive target for criminals who want to exploit the services offered by the solicitor to enable them to engage in Mortgage Fraud. Even where a solicitor is unaware of the fraudulent activities of a client they may find themselves criminally liable.

The Law Society is continuing its training on advising on Mortgage Fraud and Anti-Money Laundering. There will also be reference to the Council of Mortgage Lenders Handbook.

This seminar will be delivered by a regular Law Society of Northern Ireland presenter – **Sue Mawdsley**. Sue is an experienced solicitor with Legal Risk LLP and co-author of The Money Laundering Reporting Officer's Handbook: A Guide for Solicitors.

To increase accessibility the seminar will run in several locations across Northern Ireland:

Tuesday 19 April 2011	10am – 12 noon	Killyhevlin Hotel, Enniskillen
Tuesday 19 April 2011	3pm – 5pm	Da Vinci's Hotel, Derry
Wednesday 20 April 2011	10am – 12 noon	Canal Court Hotel, Newry
Wednesday 20 April 2011	2.30pm – 4.30pm	Law Society House, Belfast

COST: £70

CPD HOURS & TYPE: 2 Client Care and Practice Management
Refreshments and registration 15 mins prior to each event

Law Society Library and Information Service: Compact Research Course

Various dates

Business Centre, Law Society House, Belfast

The Law Society of Northern Ireland boasts one of the most state of the art and well equipped Library and Information Service Centres in Northern Ireland. It holds a comprehensive collection of electronic and hard copy resources and also has access to a vast network of external resources and specialised legal collections. The Library provides a range of services which many solicitors use on a regular basis including the enquiry and research service, the document delivery service, the Library Updater and Article Circular, the current awareness service, tailored e-bulletins and the Libero Database.

Following on from the very popular Legal On Line courses which run annually, the Library and Information Service is running an in-depth **Compact Research Course** for solicitors. The course will run over four consecutive weeks for an hour each time. The numbers at each session will be capped at 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 available to develop their legal research experiences and techniques.

Topics to be covered will include:

- the law making process and precedence in Northern Ireland and the intricacies of conducting legal research in a small jurisdiction like Northern Ireland
- whether to use hard copy or electronic resources and the development of search strategies according to the best bibliographical resources available
- using the internet for legal research and developing search strategy techniques
- commercial resources available through the Law Society Library
- use of the Libero database

These topics can be adapted according to the requirements of course participants. Depending on take-up, it is hoped to specialise these courses further according to specific areas of law.

The course will initially run on the following dates:

Thursday 5 May 2011

Thursday 12 May 2011

Thursday 19 May 2011

Thursday 26 May 2011

COST: £140

TIME: 3pm – 4pm

CPD HOURS & TYPE: 4 General Group Study

Coffee and registration at 2.45pm

Building Strong Client Relationships

Wednesday 11 May 2011

Law Society House, Belfast

In an increasingly competitive market-place, the ability to build strong client relationships is vital. This practical course will identify the key skills required to win new clients and develop existing client relationships.

Participants will develop a better knowledge of how to understand and communicate with potential and current clients. You will leave the course with practical tips and ideas on how to build your confidence and skills when interacting with clients, thereby enhancing the relationship.

The course will be delivered by **Wendy McCulla** of **Aspire Learning and Development**. Wendy delivers tailor made courses for the public and private sectors including several legal firms in Northern Ireland. She specialises in helping clients to achieve their potential and her interactive, practically focused workshops encourage participants to challenge the way they think and operate which in turn creates tangible business results.

This seminar would be particularly useful for senior management staff/partners – in house, public sector and private practice solicitors. Places on this course are limited so early booking is advisable.

Attendance at this seminar will fully cover the 2011 Client Care and Practice Management CPD requirement.

COST: £100

TIME: 10am – 1pm

CPD HOURS & TYPE: 3 Client Care and Practice Management

Coffee and registration at 9.45am

Presenting applications before the Parole Commissioners

Wednesday 25 May 2011

Law Society House, Belfast

The Parole Commissioners for Northern Ireland are an independent body who make decisions on the release of all life sentence prisoners in Northern Ireland.

This practical seminar aims to provide advice and guidance on presenting a case before the Parole Commission. Topics to be covered include:

- Challenging Parole Board decisions
- Other organisations involved in the parole process
- Determinate and indeterminate sentences
- Licences
- Recall to prison
- Judicial and non judicial remedies
- Legal Aid arrangements

The keynote speaker will be **Hamish Arnott, Solicitor, Bhatt Murphy, London**. Hamish is the co-author of 'Parole Board Hearings: Law and Practice'. He has been a solicitor at the Prisoner's Advice Service and the Public Law Project. He specialises in prison law and the rights of detainees. He also teaches extensively in areas related to his practice.

COST: £50

TIME: 1pm – 2.30pm

CPD HOURS & TYPE: 1.5 General Group Study

Lunch and Registration at 12.30pm

The Apprentice and You

Wednesday 1 June 2011

The Lodge Hotel, Coleraine

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 existing Masters, prospective Masters and those who play a part in the training of Apprentice solicitors.

It is designed to equip you 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, formerly partner with Gaston Graham Solicitors** and **Brian Speers, Managing Partner with Carson Morrow Graham Solicitors and President of the Law Society** (diary permitting).

Attendance at this seminar will fully cover the 2011 Client Care and Practice Management CPD requirement.

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.

COST: £45 – discounted fee

TIME: 1pm – 4pm

CPD HOURS: 3 Client Care and Practice Management

Lunch and registration at 12.45pm

Solicitors (Client Communication) Practice Regulations 2008: An Update

Various dates and venues

It is now almost 3 years since the Solicitors (Client Communication) Practice Regulations 2008 came into effect. The Regulations provided for the introduction of a compulsory in-house complaints procedure in every firm, the provision of detailed costs information to the client at the outset of the case and the identity of the person with day to day control of the file.

The Regulations have been widely welcomed, particularly in respect of the provision of costs information, but the handling of in-house complaints has been patchy. This seminar intends to re-visit the Regulations and offer advice on implementation in the light of the Society's complaints experience.

The seminar will be sponsored by the **Client Complaints Committee** under the chairmanship of Michael Robinson.

To increase accessibility the seminar will run in several locations across Northern Ireland:

Wednesday 8 June 2011	10.30am – 12 noon	Canal Court Hotel, Newry
Wednesday 8 June 2011	2.30pm – 4pm	Law Society House, Belfast
Thursday 9 June 2011	10.30am – 12 noon	Killyhevlin Hotel, Enniskillen
Thursday 9 June 2011	3pm – 4.30pm	Da Vinci's Hotel, Derry

COST: £50

CPD HOURS & TYPE: 1.5 Client Care and Practice Management

Refreshments and registration 15 mins prior to each event