

THE LAW SOCIETY  
OF NORTHERN IRELAND



# Continuing Professional Development 2021 Prospectus





## CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS 2021

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

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

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

### KEY CHANGES FOR THE 2021 CPD YEAR

- Compulsory CPD requirements will resume for the 2021 CPD year with some changes.
- Webinars and online learning will be accepted as Group Study CPD.
- There is no longer a requirement in 2021 to complete separate Client Care and Practice Management CPD. Client Care and Practice Management topics will still be provided by the Society as part of its CPD provision but will be included in Group Study.
- There will be no hard copy CPD Record Card sent to members for the 2021 CPD year. CPD returns will be made using an online submission form. The Society will not accept hard copy CPD Record Cards or returns for 2021.
- For the 2021 CPD year the vast majority of the Society's CPD events will be online. Subject to Public Health guidance in the coming months, consideration will be given to hosting some events in person at venues to be confirmed. If this is not possible all events will be held online.
- Payment for all the Society's CPD events will be made online. There is no longer a facility for events to be paid for by cash or cheque.

### SUMMARY OF CPD REQUIREMENTS FOR 2021

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

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

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

- A minimum of 2 hours Compulsory Risk Management CPD (only if the solicitor is in Private Practice)
- A minimum of 3 hours Compulsory Conveyancing CPD (only if the solicitor undertakes or is involved in any conveyancing transactions).



For 2021, there is no longer a requirement to complete separate Client Care and Practice Management CPD. Client Care and Practice Management topics will still be provided by the Society as part of its CPD provision but will be included in **Group Study**.

For Definitions of “**Group Study**” and “**Private Study**” please refer to page 5.

The Law Society of Northern Ireland does not currently award accreditation to any course or course providers.

Solicitors practising outside Northern Ireland or who undertake CPD for another professional or regulatory body may satisfy the CPD Regulations through alternative CPD or training but should contact the CPD Department at [cpd@lawsoc-ni.org](mailto:cpd@lawsoc-ni.org) to discuss.

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

Solicitors are required to maintain details and proof of any CPD completed in 2021, which the Society may inspect from time to time.

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

## **BOOKINGS**

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

## **GUIDANCE NOTES FOR COMPLIANCE WITH 2 HOURS’ COMPULSORY RISK MANAGEMENT CPD FOR 2021**

All Principals, Consultants and Assistant Solicitors in private practice (PPP, PPC, and PPAs) are required to complete 2 hour Compulsory Risk Management CPD covering the following topics:

1. Risk for firms as a result of Covid-19 and the changing work environment;
2. Cyber-crime & risk management;
3. Anti-Money Laundering/Counter Terrorist Financing compliance update;
4. Risk for firms through increased use of technology & email.

A bespoke 2 hour Law Society module costing £22 plus VAT will cover the required topics on **Tuesday 26 January 2021**. A number of key speakers will deliver practical insight into steps firms might take to mitigate risk. It will be delivered as a live webinar. To book please [click here](#). Places to attend the live Risk Management broadcast are limited to 1000 delegates therefore early booking is recommended. For those unable to attend the live broadcast a recording will be made available to purchase for £22 + VAT afterwards.

Members may fulfil this requirement by attending other risk management courses which cover all of the four topics but must, if required, provide evidence of their attendance at and content of such other courses to the Society, for assessment.



## EXEMPTIONS

Solicitors who do not work full time through the practice year may apply for an Exemption from the requirement to undertake 15 hours CPD per annum. **Please note no Exemptions apply to Compulsory Conveyancing CPD or to Compulsory Risk Management CPD.**

Solicitors who wish to apply for an Exemption should contact the CPD Department at [cpd@lawsoc-ni.org](mailto:cpd@lawsoc-ni.org) to discuss.

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

1. Solicitors working 200 hours or less during the practice year will be totally exempt.
2. Solicitors, who work part-time, and who work more than 200 hours in the practice year must undertake a minimum of 7.5 hours CPD per annum.
3. Locums who only work part of the year but who work more than 200 hours in the practice year must undertake a minimum of 7.5 hours CPD per annum.
4. Solicitors who are unemployed for part of the year must, if they have worked over 200 hours in the practice year, undertake a minimum of 7.5 hours CPD per annum.
5. Solicitors suffering long term illness or otherwise absent from practice for 12 consecutive weeks or more who work for 200 hours or more during the practice year must complete a minimum of 7.5 hours CPD per annum.
6. A solicitor taking parental leave in a practice year who worked more than 200 hours during the practice year must complete a minimum of 7.5 hours CPD per annum.
7. Solicitors who take sabbatical leave of 12 weeks or more but who work for 200 hours or more in the practice year must undertake 7.5 hours CPD per annum.
8. Solicitors admitted during the practice year i.e., 6th January to 5th January and who are not seeking to reduce their restricted practice period from 3 to 2 years will be exempt from the CPD requirement in the course of that practice year but will be required to undertake full CPD in the following practice year.
9. Solicitors retiring during the practice year and not renewing their Practising Certificate will be exempt from the CPD requirement in the course of that practice year.

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



## DEFINITIONS

### Private Study

Study undertaken by fewer than 3 people together.

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

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

### Group Study

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

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




Solicitors involved in tutoring and lecturing or otherwise delivering training may count actual presentation time towards their annual **Group Study** CPD requirement provided that if the particular lecture, tutorial etc., is repeated no time may be counted in respect of the repeat.

# CONTINUING PROFESSIONAL DEVELOPMENT

## Summary table of events

January - December 2021

Please note that all CPD sessions have been colour coded according to category:

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

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

Please note that subject to Public Health guidance in the coming months, consideration will be given to hosting some events in person at venues to be confirmed. If this is not possible all events will be held online.

Date	Title	Booking Link	Page
Wednesday 13 January 2021	Taking the Mystery out of Electronic Court Bundles	<a href="#">Booking Link</a>	9
Wednesday 20 January 2021	Family Law: Practice and Procedure in the Family Division during Covid-19 – Update	<a href="#">Booking Link</a>	10
Tuesday 26 January 2021	Risk Management 2021	<a href="#">Booking Link</a>	10
Wednesday 27 January 2021	Stamp Duty Land Tax - Hot Topics	<a href="#">Booking Link</a>	11
Thursday 28 January 2021	Immigration in a post-Brexit Northern Ireland	<a href="#">Booking Link</a>	12
Wednesday 10 February 2021	Business Support Measures for Firms	<a href="#">Booking Link</a>	13
Tuesday 23 February 2021	Capital Gains Tax – Current Changes	<a href="#">Booking Link</a>	14
Wednesday 24 February 2021	Adverse Childhood Experiences – Overview and Introduction	<a href="#">Booking Link</a>	15
Thursday 25 February 2021	Making Quality Suspicious Activity Reports (SARs)	<a href="#">Booking Link</a>	16
Tuesday 2 March 2021	Bills of Costs & Effective Client Communication - The Solicitors (Client Communications) Practice Regulations 2008 Requirements	<a href="#">Booking Link</a>	17
Wednesday 3 March 2021	The Office of Care & Protection (Patients Section): Practical Guidance and Information	<a href="#">Booking Link</a>	18
Thursday 4 March 2021	CNPG Series Session 1: Nursing Negligence - The Nurse expert: How they can help you - how can you help them	<a href="#">Booking Link</a>	18
Wednesday 10 March 2021	EncroChat: Issues arising in criminal investigations	<a href="#">Booking Link</a>	20
Thursday 11 March 2021	Adverse Childhood Experiences – Embedding Awareness into Practice	<a href="#">Booking Link</a>	21
Tuesday 23 March 2021	Apartment Developments – Legal principles and practical fixes	<a href="#">Booking Link</a>	22
Thursday 25 March 2021	Elder Abuse Issues – Introduction and Overview by Hourglass	<a href="#">Booking Link</a>	22
Wednesday 31 March 2021	Cyber Crime – What you need to know	<a href="#">Booking Link</a>	23



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Date	Title	Booking Link	Page
Tuesday 13 April 2021	Anti Money Laundering & Counter Terrorist Financing: AML in Focus	<a href="#">Booking Link</a>	24
Tuesday 20 April 2021	Update on the new Home Charter Scheme	<a href="#">Booking Link</a>	25
Wednesday 21 April 2021	Dealing with Litigation Complaints	<a href="#">Booking Link</a>	26
Thursday 22 April 2021	Promoting your Practice during a Pandemic - How to Build Trust and Authority Online	<a href="#">Booking Link</a>	26
Wednesday 28 April 2021	Non-contentious Probate Pilot - Online portal demonstration and Information session	<a href="#">Booking Link</a>	28
Tuesday 11 May 2021	Recent Developments in the Private Rented Sector	<a href="#">Booking Link</a>	28
Thursday 13 May 2021	Legal Bookkeeping Course	<a href="#">Booking Link</a>	29
Wednesday 19 May 2021	Probate: A Practical Guide to Estate Administration	<a href="#">Booking link</a>	30
Thursday 20 May 2021	An overview of road traffic offences in the Magistrates Court Northern Ireland	<a href="#">Booking Link</a>	31
Thursday 27 May 2021	CNPG Series Session 2: Dental Injuries: Dentolegal matters and what an indemnity organisation does for members	<a href="#">Booking Link</a>	19
Tuesday 8 June 2021	Recent Developments in the Law of Restrictive Covenants and Easements	<a href="#">Booking Link</a>	31
Thursday 10 June 2021	Presenting Contests in the Magistrates Court	<a href="#">Booking Link</a>	32
Thursday 9 September 2021	Dealing with Probate Complaints	<a href="#">Booking Link</a>	32
Tuesday 14 September 2021	Drafting Deeds	<a href="#">Booking Link</a>	33
Friday 1 October 2021	Asylum and Humanitarian Protection – Substantive and Procedural law	<a href="#">Booking Link</a>	34
Wednesday 6 October 2021	Non-Contentious Probate Applications: A Guide for Practitioners	<a href="#">Booking Link</a>	34
Friday 8th October 2021	Well-being Day	<a href="#">Booking Link</a>	35
Thursday 14 October 2021	Legal Bookkeeping Course	<a href="#">Booking Link</a>	29
Friday 15 October 2021	CNPG Series Session 3: Preparation of Special Loss Claim in Clinical Negligence	<a href="#">Booking Link</a>	19
Tuesday 19 October 2021	Conveyancing Conference 2021	<a href="#">Booking Link</a>	35
Thursday 21 October 2021	Anti Money Laundering & Counter Terrorist Financing: Recent Developments	<a href="#">Booking Link</a>	24
Thursday 4 November 2021	Dealing with Family Complaints	<a href="#">Booking Link</a>	36
Wednesday 10 November 2021	Charity Commission - Guidance, Information and Update Session	<a href="#">Booking Link</a>	36

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Thursday 11 November 2021	The Personal Injury Discount Rate in Northern Ireland	<a href="#"><u>Booking Link</u></a>	37
Friday 12 November 2021	Sports Law Conference 2021	<a href="#"><u>Booking Link</u></a>	38
Wednesday 17 November 2021	Drafting Wills	<a href="#"><u>Booking Link</u></a>	39
Tuesday 23 November 2021	Common breaches of the Home Charter Scheme - Progress Report	<a href="#"><u>Booking Link</u></a>	40
Friday 3 December 2021	CNPG Series Session 4: End of Year Mini Conference	<a href="#"><u>Booking Link</u></a>	19
Wednesday 8 December 2021	Account Regulations – What you need to know!	<a href="#"><u>Booking Link</u></a>	41
Thursday 9 December 2021	Staying Well, Working Well	<a href="#"><u>Booking Link</u></a>	42

Events may be recorded.

For further information please email: [\*cpd@lawsoc-ni.org\*](mailto:cpd@lawsoc-ni.org)





**Date:** Wednesday 13 January 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

In light of increased remote working, Carson McDowell LLP has partnered with the Law Society of Northern Ireland to deliver a webinar aimed at assisting members with the preparation and submission of documents and electronic court bundles in various civil court offices.

The webinar will focus primarily on the contents of electronic court bundles, as well as the format and lodging of electronic documents. It will also offer guidance for Commercial Hub Practitioners in relation to the recent introduction of BOX, an online application for document storage and access.

This session will be delivered by:



**Tim Cockram**

Tim is a senior associate in the commercial litigation team at Carson McDowell with over 10 years' experience. He specialises in professional indemnity and advises a wide range of professionals, to include solicitors, engineers, consultants, surveyors and architects. Tim has financial and accounting training which provides an asset in dealing with claims which have a financial background. Tim also completed the Law Society's Advanced Advocacy course in 2017.



**Enya McKenna**

Enya attained a degree in Law (LLB Honours) from Queens University Belfast in 2010 and was admitted to the Roll of Solicitors in NI in 2013.

Enya is an Associate Solicitor at Carson McDowell LLP, specialising in Defence Insurance Litigation. Enya acts on behalf of various insurers and large companies (insured and self-insured) in relation to the defence of a wide range of employer's liability, public liability and motor related claims in both the County Court and High Court.



**Jodie Rankin**

Jodie is an assistant solicitor in the commercial litigation team at Carson McDowell. After having spent a year studying at Université Jean Moulin (Lyon III) in France, Jodie graduated from Queen's University Belfast in 2018 with a First Class Honours in Common & Civil Law with French and was ranked first in her degree course.

Jodie joined Carson McDowell as a trainee in 2018 and qualified as a solicitor in September 2020, following completion of her studies at the Institute of Professional Legal Studies, where she obtained a postgraduate diploma with distinction. Jodie is currently assisting the professional indemnity team in the defence of claims issued against solicitors, accountants, surveyors, architects, engineers and other professionals.

**Date:** Wednesday 20 January 2021  
**Time:** 3pm – 5pm  
**Cost:** £22 + VAT  
**CPD hours:** 2 Group Study

[Click here to book](#)

In the months since Covid -19 impacted on our society, practitioners and judiciary alike have adapted to new ways of transacting business in the Family Division. This event will offer live presentations from well-known members of our judiciary on business at their court tier with an opportunity to submit questions in advance so that the judges may respond during their presentations.

Attendees will hear from the following members of the judiciary:

- The Honourable **Mrs Justice Keegan** will offer an update on practice and procedure in the High Court Family Division;
- **Master Sweeney** will provide an update on ancillary relief business;
- **HHJ Kinney** will present on practice and procedure in the Care Centre;
- **District Judge Prytherch** will cover family practice and procedure in the Magistrates' Court.

## RISK MANAGEMENT 2021 WEBINAR

**Date:** Tuesday 26 January 2021  
**Time:** 1pm – 3pm  
**Cost:** £22 + VAT  
**CPD:** 2 Risk Management

[Click here to book](#)

All principals, assistant and consultant solicitors in private practice are required to complete 2 hours of Compulsory Risk Management CPD training during the practising year.

The Society has designed a bespoke Law Society of Northern Ireland 2-hour module for risk management for which there is a charge of £20.00. This module will cover key areas of risk management to include risk for firms as a result of Covid 19 and the changing work environment, cyber-crime, anti-money laundering/counter terrorist financing compliance, and increased use of technology, with a number of key speakers delivering practical insight into steps firms might take to mitigate their risk.

**Attendance at this session will fully cover the 2021 Risk Management CPD requirement.**

## SDLT: HOT TOPICS

**Date:** Wednesday 27 January 2021  
**Time:** 12noon – 1pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

The rules in relation to SDLT are now more complex than ever. With this in mind, it is becoming increasingly difficult to remain compliant. This webinar will help identify the key issues when advising on SDLT and provide a greater awareness of the wide variety of issues involved. In particular, the webinar will cover some of the hot topics in SDLT at the moment including:

- The 'SDLT holiday' and how this impacts transactions completing before 31 March 2021;
- The new 2% surcharge for non-UK residents acquiring residential property from 1 April 2021;
- Residential v Non-residential property;
- 3% Higher rate planning;
- Multiple Dwellings Relief;
- Potential refunds for your clients.

The webinar includes practical case studies and references to recent case law and HMRC manual updates.

This session will be delivered by **Suzanne O'Hara, Moore (NI) LLP**. Suzanne is head of Moore (NI) LLP SDLT advisory service, providing specialist property tax advice to solicitors, private clients, accountants & other professionals.

Suzanne provides professional training sessions on SDLT and also delivers bespoke training workshops for solicitor practices and accountants, on request. She works closely with the Law Society of Northern Ireland and frequently delivers presentations on SDLT for members. More recently, she has presented at the Law Society of England and Wales' annual Property Conference.

Suzanne read Law and Accounting at Queen's University, Belfast. She is a Chartered Tax Adviser and also holds the Advanced Diploma in International Taxation, being awarded the Worshipful Company of Tax Advisers Medal for the highest marks in the Principles of Corporate and International Taxation paper. She also lectures for the Irish Institute of Tax and the Institute of Professional Legal Studies, Queen's University, Belfast. She has recently written a book entitled 'A Practical Guide to Stamp Duty Land Tax in England and Northern Ireland'.

**Date:** Thursday 28 January 2021  
**Time:** 1pm – 2.30pm  
**Cost:** £16.50 + VAT  
**CPD hours:** 1.5 Group Study

[Click here to book](#)

This session will cover:

- the rights of EEA nationals and their families under the new Appendix EU Settlement Scheme and onward appeal rights;
- Irish and British Nationality and 'a person of Northern Ireland origin';
- rights of British Citizens in a post Brexit EU;
- the Common Travel Area;
- Frontier Workers;
- UK Post Brexit Immigration Policy.

This session will be delivered by **Stuart McTaggart** and **Philip McNally**.

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

**Philip McNally** is a Manager in the Corporate Immigration and Employment Law team within KPMG. He qualified as a barrister in Northern Ireland in 2011, and his practice focused on immigration law. Philip joined KPMG in 2017 and advises both the firm and its clients on the immigration changes due to occur as a result of Brexit. Philip is an OISC regulator immigration advisor and also sits on KPMG's Brexit subcommittee.

**Date:** Wednesday 10 February 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

Continuing with Society's ongoing commitment to provide timely and focused Business Support advice to firms, this online webinar will provide practitioners with an update on a variety of business support areas including accountancy and insolvency advice in addition to an update on Government Support during the Covid-19 pandemic.

Topics will include:

### *Accounting in a Legal Environment*

- Shareholders disputes and the role of the forensic accountant / expert witness
- Personal Injury Claims with a focus on:
  - The impact of the change the discount rate in Northern Ireland; and
  - The impact of Covid – 19 and the Furlough Scheme on loss of earnings calculations

### *Advisory Update*

- Update on the Northern Ireland Market: M&A activity and business restructuring
- Government support during Covid-19

### *Insolvency*

- Covid 19: Impact on businesses and changes to UK insolvency legislation
- The return of HMRC crown preference

This webinar will be delivered by **HNH**, a multi-disciplinary financial advisory firm.



### **James Neill**

James is a licensed insolvency practitioner, practising Chartered Accountant and accredited expert witness. James was previously a Director in BDO NI within the Business Restructuring & Forensics Team. In 2012, he was one of the founding partners of HNH and is Managing Director of the Business Advisory Services Department. James currently sits as the Chair of the NI region of R3, the association of business recovery professionals and is also a member of the Academy of Experts. James has spent over 17 years working in the restructuring and advisory profession throughout the UK and Ireland. James has extensive experience across both public and private sectors, being involved in a large range of project-based business recovery and corporate finance work alongside various engagements as expert witness. He also specialises in debt advisory assignments and has wide experience advising on multi bank and syndicate debt restructurings. James has a detailed understanding of the different requirements of companies, lenders and investors and regularly advises stakeholders on all aspects of restructuring and advisory.



### **Cathy McLean**

Cathy is a practising Chartered Accountant and a licensed personal insolvency practitioner. Prior to joining HNH in 2017, Cathy was a manager in the Restructuring and Forensic department at KPMG. Cathy has extensive experience in forensic accounting and financial investigations including company valuations, shareholder disputes, personal injury claims, asset and funds tracing, business intelligence and personal injury/dependency claims. Cathy also has experience in assisting stakeholders and businesses, of varying sizes across a wide range of sectors, on advisory and restructuring engagements with a strong focus on business reviews and financial appraisals. Cathy has worked on a large number of personal and corporate formal insolvency appointments including trading administrations, receiverships, bankruptcies and schemes of arrangement.



## CAPITAL GAINS TAX – CURRENT CHANGES

**Date:** Tuesday 23 February 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

This session will cover the changes to Capital Gains Tax rules which came into force on 6 April 2020, other current issues and the practical implications for your clients.

In particular, the session will cover key aspects of Capital Gains Tax:

- Principal Private Residence (PPR) Relief rules;
- Letting Relief rules;
- 30-day reporting deadline for the disposal of UK residential property and some potential pitfalls:
  - Disposals of main residence which do not fully qualify for PPR;
  - Sale of investment properties;
  - Gifts to connected parties;
  - Divorce cases;
  - Non-resident cases.
- Potential changes to Capital Gains Tax rates and allowances.

### Allen Fleming

This session will be delivered by **Michael Allen**. Michael is a director of **Allen Fleming Chartered Accountants**, providing tax and accounting services to a broad range of clients, including businesses, property companies, investors, landlords, high net worth individuals and other professional advisors. Michael is a Chartered Accountant, Chartered Tax Advisor and member of STEP.

## CHILDREN ORDER SERIES – PART 1

### ADVERSE CHILDHOOD EXPERIENCES – OVERVIEW AND INTRODUCTION

NEW

**Date:** Wednesday 24 February 2021  
**Time:** 1pm – 3.30pm  
**Cost:** £27.50 + VAT  
**CPD hours:** 2.5 Group Study

[Click here to book](#)

This session, Part 1 of a two-part series, will provide an overview of the issue of Adverse Childhood Experiences (ACEs).

It will focus on the premise that children who are routinely exposed to situations such as domestic violence, mental ill health, alcohol and other substance misuse problems in their homes experience a negative impact which can last well into adulthood. These chronic stress situations are called Adverse Childhood Experiences and in the absence of the building blocks of resilience, ACEs are often associated with poorer outcomes for individuals across their lifespan in educational attainment, employment, involvement in crime, family breakdown and health and wellbeing.

This session aims to increase ACE Awareness and Trauma Informed Practice in Northern Ireland. It will look at a whole system approach and discuss how this approach will assist in delivering government outcomes and hence improved outcomes for children and young people and their families.

It will focus on the justice sector and explain the significance of this discourse through education, health, social care and the community and voluntary sectors.

This session will be delivered by **Maria Morgan, Early Intervention Implementation Manager (Justice)** with the **Safe Guarding Board for Northern Ireland**. Maria has worked in health & social care for the last three decades in both England and Northern Ireland. She has experience across a range of roles, with a particular focus on public health and mental health promotion. Maria worked in the role of Health Improvement Practitioner (Mental Health) in the Belfast Health & Social Care Trust from 2006 to 2018. Maria's remit is to progress the Early Intervention Transformation Project Workstream 4, Trauma Informed Practice Programme. This programme has a focus on raising awareness of adverse childhood experiences (ACEs) and their impact on an individual's physical, psychological and social wellbeing across their life span. The role is also focussed on the importance of promoting cross sectoral trauma informed systems, that support an early intervention/preventative, co-ordinated and timely response to vulnerable children and adults.

## MAKING QUALITY SUSPICIOUS ACTIVITY REPORTS (SARS)

**Date:** Thursday 25 February 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Risk Management

[Click here to book](#)

The Society, with input from the National Crime Agency (NCA), is delivering an online webinar aimed at legal practices' Money Laundering Reporting Officers (MLROs)/Nominated Officers (as per the Money Laundering, Terrorist Financing and Transfer of Funds (Information of the Payer) Regulations 2017).

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

Topics to be covered include:

- Overview of the money laundering problem and risks faced by solicitors;
- How SARs are used and why quality matters;
- Solicitor SAR volumes and quality issues;
- What guidance is available;
- What is on the horizon – SAR reform & IT Transformation & Guidance.



This session will be delivered by **Tony Fitzpatrick - UKFIU Head of Reporter Engagement Team**. Tony has a police background where he received 18 police commendations relating to the investigation of serious crimes such as murder, rape and kidnap. In 2006 to expand personal development he transferred into the Serious organised Crime Agency (SOCA) to lead intelligence units with an international reach. He became Officer in Overall Command of a number of Multi-agency taskforces where a number of successful drug and human trafficking interdictions were achieved.

He went on to work in Child protection and later was the Operational Head for the UK Human Trafficking Centre investigating crimes in the UK working with international partners. He has therefore seen at first hand the serious harm caused to the most vulnerable people in society.

He joined the National Crime Agency when it was formed and has worked in the United Kingdom Financial Intelligence Unit (UKFIU) for nearly 9 years. He led the Defence Against Money Laundering Team and is now currently the Head of the SAR Reporter Engagement Team. His key aim is help improve the quality of UK SARs and at the same time help best exploit the intelligence that SARs offer.

Tony is well placed to recognise the value of the information in SARs. Financial intelligence has helped him and his colleagues to solve murders, rescue victims of child abuse and slavery and confiscate proceeds of crime from serious organised criminals.

## BILLS OF COSTS & EFFECTIVE CLIENT COMMUNICATION - THE SOLICITORS (CLIENT COMMUNICATIONS) PRACTICE REGULATIONS 2008 REQUIREMENTS

**Date:** Tuesday 2 March 2021  
**Time:** 1pm – 2:30pm  
**CPD hours:** 1.5 Group Study  
**Cost:** £16.50 + VAT

[Click here to book](#)

The first section of this webinar will provide practitioners with an overview of the preparation and despatch of Bills of Costs. The task of completing an accurate record of professional fees and disbursements is one of the most important roles for a solicitor.

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

The second part of this webinar will provide an overview of the requirements of the Client Communication Practice Regulations in respect of a solicitor's responsibilities to maintain effective client communication. This webinar will offer a practical insight into the Regulations and assist solicitor firms to ensure their practices carry out client engagement in accordance with best practice.

Areas covered will include:

- The preparation of Bills of Costs;
- Client Care Letters - The information to be provided to the client in writing at the outset of instructions;
- In-house complaints – An outline of the requirements for an effective in-house complaint process.

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

## THE OFFICE OF CARE & PROTECTION (PATIENTS SECTION): PRACTICAL GUIDANCE AND INFORMATION

**Date:** Wednesday 3 March 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This session will provide a practical overview and guide to the work of the Office of Care and Protection [Patients Section], more commonly known as the OCP.

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

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

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

## CLINICAL NEGLIGENCE SERIES 2021

**Date:** Various – see below  
**Time:** Various – see below  
**Cost:** Various – see below  
**CPD hours:** Various – see below  
**Booking Link:** Various – see below

### CNPG Session 1:

**Nursing Negligence - The Nurse expert: how they can help you - how can you help them**

**Date:** Thursday 4 March 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)



This session will be delivered by **Irene Waters - RN, RSCPHN, LL.M. Master of Laws, Master of Nursing, M.Sc. Public Health, (RN Registered Nurse) (RSCPHN Registered Specialist Community Public Health Nurse)**



### CNPG Session 2:

#### Dental Injuries: Dentolegal matters and what an indemnity organisation does for members

**Date:** Thursday 27 May 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This session will be delivered by **Helen Kaney, Lead Dento-legal Consultant and Head of Dental Services, Scotland at Dental Protection Limited (DPL).**

### CNPG Session 3:

#### Preparation of Special Loss Claim in Clinical Negligence

**Date:** Friday 15 October 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This session will be delivered by **Nicola Niblock, ASM Accountants and Alison Hollywood, PWC.**

### CNPG Session 4:

#### End of Year Mini Conference

**Date:** Friday 3 December 2021  
**Time:** 1pm – 3pm  
**Cost:** £22 + VAT  
**CPD hours:** 2 Group Study

[Click here to book](#)

This Mini Conference will include a round up of relevant case law and a guest medical speaker. Further details will be released in due course.

**Date:** Wednesday 10 March 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This session will cover EncroChat and the issues arising in criminal investigations. It will look at the background to the EncroChat investigation by the French and Dutch authorities and the legal, evidential and technical issues that are involved in the case. It will also discuss the outcome of the litigation in England and how it impacts upon the cases currently in Northern Ireland.



This session will be delivered by **Ian Whitehurst**. Ian practises predominantly from Exchange Chambers in Liverpool and has recently been called to the Bar of Northern Ireland. He specialises in serious organised crime, fraud, confiscation and has a particular interest in cyber crime and data protection issues.

He is ranked in the legal directories for serious crime, fraud, confiscation and regulatory law. He is currently representing in one of the lead EncroChat cases in England.

## CHILDREN ORDER SERIES – PART 2

### ADVERSE CHILDHOOD EXPERIENCES – EMBEDDING AWARENESS INTO PRACTICE

NEW

**Date:** Thursday 11 March 2021  
**Time:** 1pm – 3.30pm  
**Cost:** £27.50 + VAT  
**CPD hours:** 2.5 Group Study

[Click here to book](#)

Following on from the first session which provided an overview of the issue of Adverse Childhood Experiences (ACEs), this session will discuss embedding ACE Awareness and Trauma Informed Practice.

It will focus on the premise that children who are routinely exposed to situations such as domestic violence, mental ill health, alcohol and other substance misuse problems in their homes experience a negative impact which can last well into adulthood. These chronic stress situations are called Adverse Childhood Experiences and in the absence of the building blocks of resilience, ACEs are often associated with poorer outcomes for individuals across their lifespan in educational attainment, employment, involvement in crime, family breakdown and health and wellbeing.

This session aims to increase ACE Awareness and Trauma Informed Practice in Northern Ireland through a whole system approach and discuss how this approach will assist in delivering government outcomes and hence improved outcomes for children and young people and their families.

It will focus on the justice sector and explain the significance of this discourse through education, health, social care and the community and voluntary sectors.

This session will be delivered by **Maria Morgan, Early Intervention Implementation Manager (Justice)** with the **Safe Guarding Board for Northern Ireland**. Maria has worked in health & social care for the last three decades in both England and Northern Ireland. She has experience across a range of roles, with a particular focus on public health and mental health promotion. Maria worked in the role of Health Improvement Practitioner (Mental Health) in the Belfast Health & Social Care Trust from 2006 to 2018. Maria's remit is to progress the Early Intervention Transformation Project Workstream 4, Trauma Informed Practice Programme. This programme has a focus on raising awareness of adverse childhood experiences (ACEs) and their impact on an individual's physical, psychological and social wellbeing across their life span. The role is also focussed on the importance of promoting cross sectoral trauma informed systems, that support an early intervention/preventative, co-ordinated and timely response to vulnerable children and adults.

## APARTMENT DEVELOPMENTS – LEGAL PRINCIPLES AND PRACTICAL FIXES

**Date:** Tuesday 23 March 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

This session will provide a review of issues affecting apartment developments including:

- the drafting of an apartment lease;
- the legal principles underlying the relationship between the developer, apartment owner and management company;
- the rectification of common problems in relation to the ongoing management of the development.



This session will be delivered by **Steven Cockcroft, Managing Partner of Johns Elliot Solicitors, Belfast.** Steven joined Johns Elliot as a trainee in 1986 and having qualified as a solicitor, took a sabbatical in 1993-94 to attend University College, Dublin where he obtained a Master's Degree in European Law.

Steven's main practice areas are commercial property law, with an emphasis on landlord and tenant issues. He also has a particular interest in residential developments and management company issues. For a number of years Steven has acted for The Odyssey Trust, one of Northern Ireland's largest charities. He also acts for The National Trust in property matters and for a number of landed estates across Northern Ireland. He is a former Board Member of the Charity Commission for Northern Ireland.

## ELDER ABUSE ISSUES – INTRODUCTION AND OVERVIEW BY HOURGLASS

NEW

**Date:** Thursday 25 March 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This session will provide an opportunity for members to increase awareness of Hourglass, the only charity in the UK working to end the abuse of older people and campaigning for safer ageing for all. Through reference to their helpline, digital entry points to the charity, community response hubs, and supported by research undertaken during the Covid-19 pandemic, Hourglass will use this session to explore attitudes towards the abuse of older people, the scale of the problem, and how Hourglass works to support victims and their families.



The session will be delivered by **Veronica Gray, DCEO of Hourglass & Director of Policy.** Veronica is responsible for the overall management of Hourglass Northern Ireland including campaigning, media work and service delivery.

Hourglass Northern Ireland is the voice for older people at risk. They support the creation of a society that truly values older people – where those at risk can live free from abuse perpetrated by those in whom they have an expectation of trust. When abuse occurs, they seek an environment where it can be identified and addressed.

Hourglass are committed to urgent public review of the abuse of older people, and to ending the abuse, harm and exploitation of older people and strive to guarantee safer ageing for all.

## CYBER CRIME – WHAT YOU NEED TO KNOW

**Date:** Wednesday 31 March 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Risk Management

[Click here to book](#)

Whether as the result of phishing or ransomware, the exposure or loss of information - be that client notes, payment details, staff records or access credentials - poses a significant risk for those in the legal sector.

During this session, the PSNI Cyber Crime Centre will provide an update on current threats including the increased use of public exposure as a means of inducing payments and recommended steps to help protect your firm.



This session will be delivered by **Sam Kinkaid**. Sam is a Detective with 24 years' service with the **Police Service of Northern Ireland Cyber Crime Centre, Belfast**. Having dealt with cyber related investigations such as insider threats, network intrusions and ransomware, Sam has been the Regional Cyber Protect Officer and alongside representatives from the Regional Cyber Crime Units in England & Wales and Police Scotland he is a member of the UK Cyber Protect team.

Working with the UK Cyber Protect Team, National Cyber Security Centre and partners such as the Law Society of Northern Ireland, Sam engages with local organisations and victims of cyber crime, raising staff awareness of current threats and providing advice and guidance on how both individuals and organisations can better protect themselves against common attacks.



**Date:** Various – see below  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT per session  
**CPD hours:** 1 Risk Management

### Session 1: AML in focus

**Tuesday 13 April 2021**

[Click here to book](#)

This session will provide reminders about the key requirements of MLR 2017 as amended, including the firm's Risk Assessment (taking note of the National Risk Assessment and the Sectoral Risk Assessment), the MLCO requirements, Trust and Company Service Providers, discrepancy reporting, source of funds/source of wealth and ongoing monitoring. The session will also include an update on recent developments including the changes to the Legal Sector Affinity Group Guidance and the NCA's concerns. The session will include a Q & A component and material to help attendees.

### Session 2: AML Recent developments

**Thursday 21 October 2021**

[Click here to book](#)

This session will focus on the revised LSAG guidance and what you need to do to ensure your firm is compliant and your staff understand their obligations. The session will cover the new sections on new technology, source of funds/source of wealth, discrepancy reporting and risk assessments. The session will also provide practical tips on how to ensure your systems and controls are effective as this is a focus of the guidance. It will focus on the areas of concern for the LSNI. The session will include a Q & A component and material to help attendees.



These sessions will be delivered by **Alison Matthews**. Alison is the director of quality and risk at Shoosmiths. With her team, she is responsible for all quality/risk/compliance issues at the firm, including anti money laundering (AML), data protection, FCA and professional conduct.

She is renowned as one of the UK's leading experts on AML and professional conduct, having won numerous awards as the UK's anti-money laundering adviser of the year for the last 6 years in succession.

Alison was a member of and latterly chair of The Law Society's money laundering taskforce, lobbying on the 2nd and 3rd European money laundering directives and a key member of the government's money laundering advisory committee.

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

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

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

## UPDATE ON THE NEW HOME CHARTER SCHEME

**Date:** Tuesday 20 April 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

The updated Home Charter Scheme was launched at the Society's Conveyancing Conference in October 2020, following completion of the Society's comprehensive review of the Scheme.

The resultant Solicitors' Practice (Amendment) Regulations 2020 came into force for all instructions received on or after **1st January 2021**.

This event will be an opportunity for members to refresh themselves with the key changes to the updated Home Charter Scheme and to their regulatory obligations thereunder, including:

- Amendments to the Regulations and application of the updated Scheme;
- New prescribed documents, required forms and recommended forms for the updated Scheme;
- New General Conditions of Sale;
- New commercial schedule to the General Conditions of Sale.

This session will be delivered by a member of the **Law Society's Conveyancing and Property Committee**.

## DEALING WITH LITIGATION COMPLAINTS

**Date:** Wednesday 21 April 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

The vast majority of dealings between solicitors and clients are conducted in an efficient and satisfactory way. However occasionally problems can arise and when this happens it is important that solicitors deal with the situation efficiently and in accordance with the Solicitors (Client Communication) Regulations 2008.

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

This session will address Litigation complaints – focussing on the common themes of these complaints.



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

He is a former Chair of the Belfast Solicitors' Association and is now a member of the Council for the Law Society of Northern Ireland. Colin is a member of the County Court Rules Committee for Northern Ireland.

## PROMOTING YOUR PRACTICE DURING A PANDEMIC - HOW TO BUILD TRUST AND AUTHORITY ONLINE

NEW

**Date:** Thursday 22 April 2021  
**Time:** 1pm – 3pm  
**Cost:** £22 + VAT  
**CPD hours:** 2 Group Study

[Click here to book](#)

This online webinar will help educate solicitors on how to build trust and authority with current and prospective clients through online marketing practices. This event will also benefit marketing professionals within solicitor firms who wish to explore enhancing their firm's online presence.

The first session delivered by **Louise Brogan** will focus on *'LinkedIn and why attendees should be using LinkedIn'*.

Topics will include:

- How to build your profile and/or practice using LinkedIn;
- How to connect with other users to grow a genuine network;
- What to post, when to post and the type of content that works;

## PROMOTING YOUR PRACTICE DURING A PANDEMIC - HOW TO BUILD TRUST AND AUTHORITY ONLINE (continued)

NEW

- LinkedIn etiquette and what to avoid;
- Top 5 mistakes most users make on LinkedIn.

The second session of this webinar delivered by **Jammy Digital** will explore *'how attendees should use their website'*.

Topics will include:

- How to build an affordable website;
- What to put on your website and where;
- The biggest mistakes law firms make with their websites;
- How a website can lead to more prospective clients for law firms.



**Louise Brogan** is the owner of **Social Bee NI** - a consulting and training company helping businesses, entrepreneurs and professionals to raise their profile through LinkedIn. The aim of Social Bee is to explain how to do things online in a simple, straightforward way.

Louise has been working with small businesses and professionals for over five years. Previous clients include the Law Society of NI, Queen's University, Invest NI, Ulster University, Lisney, Premium Electrics and NICVA.

Louise is an international speaker, having spoken on LinkedIn at conferences in California, USA, England, Dublin and also co-hosted two conferences in Northern Ireland.

In 2017, Louise was listed in the Small Business Saturday Top 100 Small Businesses in the UK, and in March 2018, Louise was listed as one of the Top 50 Small Business Advisors in the UK by Enterprise Nation. In 2019, Louise was invited to attend No 10 Downing Street to represent small business from NI in discussions around Brexit, and to the House of Lords as one of 12 UK Local Heroes for Business.



**Martin and Lyndsay** are the co-founders of **Jammy Digital**, a digital agency helping businesses get more clients from their websites.

Martin and Lyndsay have spoken about building and growing successful websites at many conferences and events, including Agency Transformation Live, Social Media Bootcamp Belfast, Atomic and You Are the Media. They also run workshops teaching business owners how to get better results from their content marketing.

As well as building websites for some of the UK's biggest names in the marketing space, Martin and Lyndsay also run an online membership community where they teach others how to build their own highly successful website and increase their reach online.

In 2017, they won the 'best blog' award for their famous blog which helps business owners create successful websites.

## NON-CONTENTIOUS PROBATE PILOT - ONLINE PORTAL DEMONSTRATION AND INFORMATION SESSION

NEW

**Date:** Wednesday 28 April 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

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

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

The aim of this session is to raise awareness of the new Non-Contentious Probate portal. It will demonstrate how the portal works and members will be guided through the new application forms. There will also be Q & A time built into the session.

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

The session will be delivered by representatives from the **NICTS Probate Office** and the **NICTS Modernisation Branch**.

## RECENT DEVELOPMENTS IN THE PRIVATE RENTED SECTOR

NEW

**Date:** Tuesday 11 May 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

This session will explore the proposals for the private rented sector as outlined in the recent Housing Policy statement by the Communities Minister. It will cover the proposals to improve the safety, security and quality of private rented sector properties and examine relevant legislation in other jurisdictions.

The session will be delivered by **Charles O'Neill, Director of Product Development, Co-Ownership Housing**. Charles has previously held a number of legal and operational roles within the organisation. His role focuses on making enhancements to the Co-Ownership and Rent to Own products and in the research and development of new products and services within the organisation. A solicitor by profession, he has a keen interest in housing law and policy and has written textbooks on the law of mortgages and private tenancies in Northern Ireland.



## LEGAL BOOKKEEPING COURSE

**Date:** Various – see below  
**Time:** 9.30am – 1pm  
**Cost:** £90 + VAT  
**CPD hours:** 3 Group Study  
**Booking Link:** Various - see below

This 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.

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*.

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.

To increase accessibility this session will run as follows:

**Thursday 13 May 2021**

[Click here to book](#)

**Thursday 14 October 2021**

[Click here to book](#)

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**.

**Date:** Wednesday 19 May 2021  
**Time:** 1pm – 3pm  
**Cost:** £22 + VAT  
**CPD hours:** 2 Group Study

[Click here to book](#)

This practical guide to estate administration has been designed to provide maximum benefit to sole practitioners and small/medium firms.

Topics to be covered include:

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



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

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

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

## AN OVERVIEW OF ROAD TRAFFIC OFFENCES IN THE MAGISTRATES COURT NORTHERN IRELAND

NEW

**Date:** Thursday 20 May 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD Hours:** 1 Group Study

[Click here to book](#)

Special Reasons, exceptional hardship and discretionary disqualifications; exceptionally hard to tell the difference!

This short webinar based on the Road Traffic legislation applicable to Northern Ireland will consider issues ranging from special reasons to short disqualifications with reference to the applicable case law in each particular area.

As well as focusing upon the Road Traffic (NI) Order itself, this webinar will seek to address other useful documents such as the Public Prosecution Service Road Traffic Policy document and the Judicial Studies Board Magistrates Court Sentencing Guidelines. This session will provide guidance as to pertinent definitions, time-limits and the different types of disposals for those clients who fall foul of our road traffic legislation.



This session will be delivered by **Blaine Nugent BL**. Blaine was called to the Bar of Northern Ireland in 2008 and also practices in the Republic of Ireland having been called in 2018. Blaine's primary area of practice is criminal law however he also has experience in employment law, human rights and land law. Blaine has particular expertise in special reasons, exceptional hardship and discretionary disqualifications therefore has regularly had to consider many of the complex issues arising out of Road Traffic Legislation.

## RECENT DEVELOPMENTS IN THE LAW OF RESTRICTIVE COVENANTS AND EASEMENTS

NEW

**Date:** Tuesday 8 June 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

Unusually, in the last two years, the Supreme Court has had to determine appeals concerning property disputes and, in particular, easements and restrictive covenants. In addition, there are some interesting decisions from the courts in the Republic of Ireland. This session will provide an overview of these recent developments and their relevance in this jurisdiction.

This session will be delivered by **Mark Orr QC**. Mark was called to the Bar of Northern Ireland in 1980 and began practice in 1981, following pupillage with Sir Paul Girvan. He was called to the Bar of Ireland in 1985. In 1996, Mark was appointed a Queen's Counsel and became a Senior Counsel of the Bar of Ireland in 2002. He has practised almost exclusively in the Chancery Division in the areas of land law, landlord and tenant, insolvency, wills and trusts.

## PRESENTING CONTESTS IN THE MAGISTRATES COURT

NEW

**Date:** Thursday 10 June 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This webinar will be delivered by **Presiding District Judge Bagnall** and will address Magistrates' Court Applications and best practice for running contests. Presiding District Judge Bagnall will also present on the new Contest Review Court in Belfast. This online event is aimed at criminal law practitioners working in the magistrates' courts across the jurisdiction.

**Fiona Bagnall** graduated in law from Queen's University Belfast in 1984 and was admitted to the Roll of Solicitors in 1986 where she practised as a solicitor. In July 2003 she was appointed a Resident Magistrate and subsequently Presiding District Judge (Magistrates' Court) in April 2006.

## DEALING WITH PROBATE COMPLAINTS

**Date:** Thursday 9 September 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

The vast majority of dealings between solicitors and clients are conducted in an efficient and satisfactory way. However occasionally problems can arise and when this happens it is important that solicitors deal with the situation efficiently and in accordance with the Solicitors (Client Communication) Regulations 2008.

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

This session will address Probate complaints - discussing the common themes of these complaints.



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

## DRAFTING DEEDS

**Date:** Tuesday 14 September 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

This session will look at the key elements of modern drafting in the context of conveyancing transactions. It will cover in detail:

- the role of the draftsman;
- the formal requirements of unregistered conveyancing;
- the execution of deeds;
- issues around rectification.



This session will be delivered by **Steven Cockcroft, Managing Partner of Johns Elliot Solicitors, Belfast.** Steven joined Johns Elliot as a trainee in 1986 and having qualified as a solicitor, took a sabbatical in 1993-94 to attend University College, Dublin where he obtained a Master's Degree in European Law.

Steven's main practice areas are commercial property law, with an emphasis on landlord and tenant issues. He also has a particular interest in residential developments and management company issues. For a number of years Steven has acted for The Odyssey Trust, one of Northern Ireland's largest charities. He also acts for The National Trust in property matters and for a number of landed estates across Northern Ireland. He is a former Board Member of the Charity Commission for Northern Ireland.



## ASYLUM AND HUMANITARIAN PROTECTION – SUBSTANTIVE AND PROCEDURAL LAW

NEW

**Date:** Friday 1 October 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This webinar will focus on the substantive and procedural law relating to asylum and humanitarian protection. It will cover the bases for a claim for asylum and humanitarian protection, the Geneva Convention grounds, Articles 2 and 3 ECHR, relevant case law on safety of return routes, related actions in judicial review where a claim is certified or where a fresh application is not considered to be a fresh claim for the purposes of Rule 353 of the Immigration Rules.

The training will also cover strategies for strengthening asylum and protection claims through the instruction of expert country of origin reports, the role NGOs and INGOs can play in providing country of origin information. Lastly, the training will cover the procedural requirements of the Tribunals in preparing a case for hearing.



This session will be delivered by **Helena Wilson**. Helena is a barrister who specialises in immigration and judicial review. She frequently appears before the FTT and UTT in all areas of immigration appeals and before the High Court and Court of Appeal in immigration and human trafficking cases. She has acted in the cases of *Bajratari v SSHD* (Court of Justice of the European Union) and *De Souza v SSHD* (from FTT to Court of Appeal). Prior to the Bar, Helena worked at the AIRE Centre as ECHR Litigation Officer where she litigated cases before the ECtHR and CJEU in cases including *Hirsi v Italy* (push back of migrants in the Mediterranean sea), *NS v SSHD* (Dublin II Regulation returns to Greece) and *Sufi & Elmi v SSHD* (Article 3 breach in return to Somalia due to indiscriminate violence). She has provided trainings for ILPA and the Bar of NI.

## NON-CONTENTIOUS PROBATE APPLICATIONS: A GUIDE FOR PRACTITIONERS

**Date:** Wednesday 6 October 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

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

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

## WELL-BEING DAY

**Date:** Friday 8 October 2021  
**Time:** TBC  
**Cost:** FREE  
**CPD hours:** Group Study - TBC

[Click here to book](#)

In continuation of the Society's Well-Being Initiative (now in its third year), and to coincide with World Mental Health Day, the Law Society of Northern Ireland will host a Well-being of the Profession Day on Friday 8 October 2021 as a supportive measure for our solicitor membership and their staff.

Further details will be released in Summer 2021 however If you wish to sign up to news notifications of the CPD on offer and other events please register at: <https://www.eventbrite.co.uk/e/well-being-day-registration-132179539561>

## CONVEYANCING CONFERENCE 2021

**Date:** Tuesday 19 October 2021  
**Time:** 2pm – 5pm  
**Cost:** £100 + VAT  
**CPD hours:** 3 Compulsory Conveyancing

[Click here to book](#)

As part of the Society's Compulsory Conveyancing CPD series the 2021 Conveyancing Conference has been organised for Tuesday 19 October 2021.

The Conference will cover issues relevant to all those who undertake conveyancing transactions. To ensure the Conference is current and topical, emerging topics will be selected in the run up to the event. Further details will be made available to members in early 2021.

Please note that subject to Public Health guidance in the coming months, consideration will be given to hosting this event in person at a venue to be confirmed. If this is not possible the event will be held online.

**Attendance at this conference will fully cover the 2021 Compulsory Conveyancing CPD requirement.**



## DEALING WITH FAMILY COMPLAINTS

**Date:** Thursday 4 November 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

The vast majority of dealings between solicitors and clients are conducted in an efficient and satisfactory way. However occasionally problems can arise and when this happens it is important that solicitors deal with the situation efficiently and in accordance with the Solicitors (Client Communication) Regulations 2008.

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



This session will address Family complaints - discussing the common themes of these complaints.

This session will be delivered by **Janice Spence, Donaldson McConnell & Co Solicitors**. Janice deals exclusively with all family and matrimonial cases. She is a longstanding member of the Guardian Ad Litem Panel, Children Order Panel and a collaborative lawyer.

## CHARITY COMMISSION - GUIDANCE, INFORMATION AND UPDATE SESSION

**Date:** Wednesday 10 November 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

The Charity Commission for Northern Ireland has played a crucial role in enabling charities to meet modern expectations and obligations by providing a firm and fair regulation in which the public can have confidence.

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

- recent developments;
- what charities can expect in 2021;
- highlight decisions of the Charity Tribunal and the High Court;
- cover lessons for the sector arising from the latest casework and investigatory work of the Commission.

This session will be delivered by **Colleen Gallagher, Legal Adviser** with the **Charity Commission**.



## THE PERSONAL INJURY DISCOUNT RATE IN NORTHERN IRELAND

**Date:** Thursday 11 November 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

This seminar will appeal to those solicitors practising in personal injury and clinical negligence.

**Catriona McCorry** and **Louise Butler of DAC Beachcroft (NI) LLP** will deliver an update on the PIDR in Northern Ireland. At time of publication, although the DOJ has announced its intention not to impose a personal injury discount rate of -1.75% and instead seeks to introduce a new framework in Northern Ireland as soon as possible– there remains uncertainty about when and how the required Bill will be introduced. It is hoped it will commence its passage through Stormont by February 2021 but this remains to be seen.

The session will include:

- The latest information on the implementation of the new PIDR in NI;
- Background to the implementation;
- Differences between jurisdictions;
- What the new rate means for victims;
- The impact of the new rate on practitioners;
- Caveats and how best to keep ourselves right with our clients.



**Catriona McCorry** specialises in clinical negligence, professional and commercial risk and casualty claims. **Louise Butler** specialises in complex injury claims with a value exceeding £500k.

Catriona and Louise have been involved in the PIDR consultation process including the responses submitted on behalf of Law Society, FOIL and DAC Beachcroft, liaising closely with various interesting parties including clients and the ABI.

## SPORTS LAW CONFERENCE 2021

**Date:** Friday 12 November 2021  
**Time:** 9am – 2pm  
**Cost:** £90 + VAT (please note that all proceeds of this event will be donated to NI Sports Forum)  
**CPD hours:** 5 Group Study  
**Venue:** Online event (until further notice)

[Click here to book](#)

The annual Sports Law Conference is now an established and anticipated part of the Law Society's CPD Programme. We have had many high profile and expert presenters such as Michael O'Neill and Baroness Tani Gray-Thompson, offering practitioners a unique opportunity to hear from leaders in the sporting field. Presenters for the 2021 event will be revealed in due course however topics will include mental health, well-being and post Covid challenges for sport.

2021 will be a particularly special Conference, as it will be ten years from our very first Sports Law Conference. Year on year many of our key contributors have joined us without fail, as either an attendee or guest presenter and we are grateful to our ever-growing attendee base. We will celebrate this unique milestone alongside our Conference partner, the NI Sports Forum, the recognised umbrella organisation for the voluntary sector of sport in Northern Ireland. We initially plan to host this annual event online however if government guidance later permits, we hope to revert to hosting this as a physical event whilst adhering to social distancing.

Please sign up now to secure your place which in the first instance will be online attendance. If this conference becomes a physical event, places may be limited and therefore will be allocated on a first come first served basis.



## DRAFTING WILLS

**Date:** Wednesday 17 November 2021  
**Time:** 1pm – 2.30pm  
**Cost:** £16.50 + VAT  
**CPD hours:** 1.5 Group Study

[Click here to book](#)

This practical guide to drafting wills will cover:

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



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

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

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

**Date:** Tuesday 23 November 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Compulsory Conveyancing

[Click here to book](#)

The Society's updated Home Charter Scheme became operational on the coming into force of the Solicitors' Practice (Amendment) Regulations 2020 for all instructions received on or after 1st January 2021.

The Regulations amended the requirements of the Society's existing Home Charter Scheme. The Regulations provide that a solicitor shall comply with all of the requirements of the Home Charter Scheme, where they are acting in the purchase, sale, mortgage or re-mortgage of domestic property, and includes sales by mortgagees in possession, receivers and administrators.

This event will consider implementation of the updated Scheme, review the requirements of the Scheme (including the prescribed documents and forms) and flag any common areas of misapplication of the Scheme that may be encountered. This practical session aims to provide further information and guidance for members on compliance with the requirements of the Scheme.

The session will be delivered by a member of the **Law Society's Conveyancing and Property Committee**.

## ACCOUNT REGULATIONS – WHAT YOU NEED TO KNOW!

**Date:** Wednesday 8 December 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

GMcG's presentation will examine the key aspects and rationale for the various regulations. It will also identify common breaches as well as discussing 'tell-tale' signs to look out for when monitoring compliance.

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



This session will be delivered by **Gabriel Greene, Forensic Accounting & Investigation**. Gabriel is the lead Director in GMcG's Forensic Accounting & Investigations team. A highly experienced Expert Witness and Forensic Accountant, he joined GMcG's Belfast office in 1997 and was appointed as partner in 2004.

Gabriel specialises in the quantification of claims for loss of earnings, pension and other benefits arising from personal injury claims with a particular interest in those involving catastrophic injuries. As well as developing and leading the firm's E-Discovery service, Gabriel also leads the GMcG's financial crime and investigation team which has seen him work on some of the largest and most complex financial crime and proceeds of crime cases in Northern Ireland, a number of which have included multi-jurisdiction aspects. Gabriel also manages a varied portfolio of commercial dispute and professional negligence cases and regularly delivers technical update presentations for a range of professional bodies including Chartered Accountants Ireland, the Law Society, the Bar Council and Solicitors Associations across Northern Ireland.

**Date:** Thursday 9 December 2021  
**Time:** 1pm – 2pm  
**Cost:** £11.50 + VAT  
**CPD hours:** 1 Group Study

[Click here to book](#)

The aim of this session is to encourage participants to consider their work/life balance, outline practical strategies to reduce work-related stress and identify self-care tips.

Topics to be covered will include:

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

This webinar is aimed at anyone working in the legal sector. It covers stress management and provides tips for improving both time and email management, focusing on practical strategies and self-care. It provides useful reminders of how to cope with living and working in what is increasingly being called “the new normal”.

The session will be delivered by **Trish McLellan, LawCare**. Trish is LawCare’s Co-ordinator for Scotland and Northern Ireland. Admitted as a solicitor of England and Wales in 1989, she was a Family law practitioner in the north-east of England prior to joining LawCare in January 2005.

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



For further information please email: [cpd@lawsoc-ni.org](mailto:cpd@lawsoc-ni.org)



THE LAW SOCIETY  
OF NORTHERN IRELAND



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