



# Law Management Section Engagement Programme 2017 -18





## Foreword

### Welcome to the Law Society's Law Management Section 2017/18 engagement programme.



The law is so much more than a profession - it's a serious business. Regardless of practice area or type, we operate in a highly competitive and volatile market place where ineffective management will be quickly found out. I believe, more than ever, that Law Management Section membership is an indispensable tool for any law practice intent on thriving in our business environment.

Inside you'll find another exciting and activity packed programme designed to deliver relevant and premium quality content for law practice managers. The Law Management Section committee works closely with the Law Society, investing our collective experience and expertise as CEOs, managing directors, practice managers and business consultants in legal practice sector, to shape and drive the programme. Our aim? To help managers prepare for the inevitable new opportunities and risks which the legal profession will face very soon.

The programme is refreshed throughout the year, so make sure you visit regularly and download the latest version.

The committee is keen to engage with the wider law management community of solicitors, practice managers, finance, HR and IT managers and suppliers of financial or management services to legal practices - and to hear from you, our members, to assist us in developing your Section. To give us your thoughts or just to connect, please get in touch at [communities@lawsociety.org.uk](mailto:communities@lawsociety.org.uk).

Ann Harrison  
Chair of the Law Management Committee

## Corporate membership

**'Capturing all the time spent on a client matter, for all work types is essential.....'. LMS Financial Benchmarking Survey 201s**

Good management really adds up. Take out a great value corporate membership and reward your managers with all the individual benefits and discounts that the Law Management Section offers. With access to latest thinking and information about all aspects of law firm business operations and practice management, the Law Management Section will help your managers work to their full potential, which is good for them, good for you, and undoubtedly good for business.

Join now  
[communities.lawsociety.org.uk/law-management/join-the-section](http://communities.lawsociety.org.uk/law-management/join-the-section)

\* sign up to 6 individuals for £399

\*\*top up for only £60.00 for each additional person (e.g. £399 + £60 for 7 individuals)

## *Our promise to you*

**We will provide Law Management Section members with a comprehensive range of inclusive services; networking opportunities and discounted premium products designed to boost their success and help them run their firms more effectively.**

If you're involved or responsible for the running of a law firm the Law Management Section caters for you. Whether you're a solicitor, practice manager, HR and marketing manager or a supplier of financial and management services to legal practices - the Law Management Section is your tailor-made community.

**This programme will:**

- tackle the burning topics for today's uncertain times, focusing on the changing workplace; leadership and management, technological innovation and IT challenges, regulation and statutory change; business development and finance;
- be flexible to your needs by delivering across a range of channels, i.e. events, webinars, online content, newsletters, regional roundtables etc;
- support, promote and represent law firm managers by providing opportunities to share and develop best practice, to exchange ideas and experiences and to learn from peers;
- provide opportunities for law firm managers to influence the overall direction of the legal sector;
- help the Law Society to understand and represent law firm management interests.



## Events

Over the coming year the Section will host a range of events on issues that matter to law firms managers. Details of these events will be published on our website

[www.lawsociety.org.uk/law-management/events](http://www.lawsociety.org.uk/law-management/events)

### The Law Management Finance and Business forum

**When:** Tuesday 14 November 2017, 09:30 - 17:00

**Venue:** The Law Society, 113 Chancery Lane

**Cost:** From £175

The Law Management Section finance and business forum features excellent and inspirational speakers who will give practical and insightful guidance on achieving and managing success.

### The Law Management Section people in practice forum

**When:** Thursday 28 Feb 2018, 09:30 - 17:00

**Venue:** The Law Society, 113 Chancery Lane

**Cost:** From £175

The expert HR event for law firms. Whether working in a small or large practice this forum provides a focused mix of strategic insight and practical solutions on current HR and staffing issues specific to law firms. This event is designed to place you ahead of the competition in law firm management and will provide up-to-the-minute strategies and lots of practical guidance ready to implement on your return to your firms.

### Financial benchmarking - business breakfast

**When:** June 2018, 08:30 - 10:30

**Venue:**

**Cost:** Free to Law Management Section members

Topic to be announced. Law Management Section (LMS) networking events bring together managing partners of firms and others involved in law firm management to discuss issues of mutual interest – they are open to both LMS members and non-members.

### Online or Offline business networking – which works best for you?

**When:** June 2018, 18:00 - 20:00

**Venue:** The Law Society, 113 Chancery Lane

**Cost:** Free to Law Management Section members

LinkedIn is the number one network increasingly used by individuals to showcase their career successes and expertise as well as being used by businesses to reach new customers and keep in touch with existing customers. This workshop has been designed to help you get the most out of LinkedIn.

## Law Management Section annual conference

**When:** Thursday 26 April 2018, Year, 09:30 - 17:00  
**Venues:** The Law Society, 113 Chancery Lane  
**Cost:** From £250

The Law Management Section annual conference is one of the leading events for practice management in the legal profession.

This key event will incorporate a varied mix of plenary sessions and practical breakout groups. You will benefit from expert advice, the chance to discuss common challenges, share experiences and get the most out of networking with peers and speakers.

Join the conversation.

## Regional manager and partner forum - Cardiff

**When:** June 2018, 17:30 - 19:30  
**Venues:** (TBC)  
**Cost:** Free to Law Management Section members

Topic to be announced. Law Management Section (LMS) networking events bring together managing partners of firms and others involved in law firm management to discuss issues of mutual interest – they are open to both LMS members and non-members.

## Regional manager and partner forum - Manchester

**When:** 17:30 - 19:30  
**Venues:** (TBC)  
**Cost:** Free to Law Management Section members

Topic to be announced. Law Management Section (LMS) networking events bring together managing partners of firms and others involved in law firm management to discuss issues of mutual interest – they are open to both LMS members and non-members.



## *Webinars*

As a Section member you're entitled to four webinars as part of your membership, available live and on-demand. Details of new live webinars coming soon.

### Valuation and exit strategies

**When:** tbc  
**Cost:** Free to Law Management Section members

This webinar will help you

### Cybercrime and security for law firms - in association with Lloyds Bank

**When:** Available now  
**Cost:** Free to Law Management Section members

Presented by the Commercial Banking Fraud Management team at Lloyds Banking Group together with the City of London Police, you will receive practical advice and guidance to mitigate these risks.

### Financial pressures: identifying financial distress and evaluating your options

**When:** Available now  
**Cost:** Free to Law Management Section members

This webinar will guide you through identifying the warning signs and provide practical advice as to what action to take. It will also examine the various stages involved in reaching an insolvency procedure and what the options may be at that stage.

### New – Business skills for lawyers' series

Our new bite-sized webinar package is the ideal companion for your business education journey.

## *Member Offer*

### **Expert insight, commentary and analysis, news and information**

Bi-monthly e-newsletters that bring you the latest news, articles and case updates and the specialist quarterly ***Managing for Success*** magazine featuring articles from leading experts and practitioners.

### **Exclusive online content**

Privileged access to the Law Management Section website gives you the latest articles, news and updates; archived issues of *Managing for Success magazine* and current and archived e-newsletters.

### **Exclusive offers on relevant resources**

Members get discounts on a wide range of selected Law Society publications and webinars.

### **Training, guidance and networking**

Free and discounted entry to Law Management Section events including the flagship annual conference, plus four topical webinars broadcast live, and, afterwards, available recorded.

### **LinkedIn**

Comment and share views on the latest practice management issues and developments. Join in now to grow your network and reap the benefits as your connections blossom.





## *Committee*

### **Thank you to our committee members**

This engagement programme was created in close consultation with the Law Management Section Committee to ensure its relevance and timeliness. The committee meets up to five times a year to discuss the key business and practice management issues facing law firms and provide practical and expert advice to shape the services for members who are responsible for running law firm business operations.

The Law Society thanks all of the committee members for their time, commitment and contribution.

| <b>Committee Member</b>   | <b>Organisation</b>            | <b>Role</b>                                    |
|---------------------------|--------------------------------|--|
| <b>Robert Banner</b>      | Banner Jones Ltd               | Executive director of Banner Jones Ltd         |
| <b>Fariha Butt</b>        | Saracens Solicitors            | Practice Director                              |
| <b>Nadia Biles Davies</b> | Rayden Solicitors              | Managing partner                               |
| <b>Barry Davies</b>       | Douglas-Jones Mercer           | Practice director and compliance officer       |
| <b>Alison Downie</b>      | Goodman Derrick LLP            | Partner and Head of Employment                 |
| <b>Reuben Glynn</b>       | Director                       | Partners in Costs Ltd                          |
| <b>Ann Harrison</b>       | Stephensons Solicitors LLP     | Chairwoman                                     |
| <b>Ian Hopkins</b>        |                                |  |
| <b>Meena Kumari</b>       | Duncan Lewis Solicitors        | Partner and head of family law department      |
| <b>Simon McCrum</b>       | McCrum & Co                    | Managing consultant                            |
| <b>Andrew Otterburn</b>   | Otterburn Legal Consulting LLP | Management consultant and chartered accountant |
| <b>Barry Wilkinson</b>    | Wilkinson Read & Partners      | Management consultant and chartered accountant |

|                     |                         |   |
|---------------------|-------------------------|---|
| <b>Paul Bennett</b> | Aaron and Partners LLP  | Partner Professional Practices & Employment                 |
| <b>Philip Giles</b> | Giles Wilson solicitors | Chair of the Law Society's small firms committee (co-opted) |

## *About the Law Society*

The Law Society exists to represent, promote and support all solicitors, so they in turn can help their clients.

We also work to ensure that no-one is above the law and to protect everyone's right to have access to justice. We promote England and Wales as the jurisdiction of choice and the vital role legal services play in our economy. We work internationally to open up markets to our members and to defend human rights while supporting our members with opportunities in the domestic market.

### **The Law Society helps members by:**

- representing solicitors by speaking out for justice and on legal issues
- promoting solicitors through publicising the value of using a solicitor at home and abroad
- supporting solicitors by helping them develop their expertise and their business, respective of whether they work for themselves, in-house or for a law firm

### **The Law Society represents the profession by:**

- campaigning on the rule of law, human rights, access to justice and regulation. This includes lobbying in Brussels, Westminster and Cardiff and in the media.
- working with international legal bodies to position the Law Society as a thought-leader on global issues
- intervening in cases where solicitors and the law are under threat in the UK and abroad
- helping our members to represent key issues impacting the profession to their MP, AM or MEP
- using the law to challenge changes which will impact negatively on the profession and society
- championing and facilitating pro bono work



### **The Law Society promotes the profession by:**

- internationally working to open and grow markets for English and Welsh law such as inward visits of foreign lawyers and trade missions
- providing and increasing awareness of Find a Solicitor – our website enabling consumers and businesses to find a solicitor who can meet their needs
- hosting our annual Excellence Awards which highlight and celebrate outstanding contributions across the profession
- recognising the contribution solicitors make to civil society and communities
- publicising the value of legal services to the UK economy



### **The Law Society supports the profession by:**

- identifying issues and market trends affecting solicitors to help them prepare for the future
- developing a comprehensive and cohesive education and training offer
- providing practice notes and guidance on issues important to members
- giving advice through our library and help lines
- running accreditation schemes to support and demonstrate effective practice
- creating communities of members based on who you are and what you do
- supporting those who find it difficult to enter the profession through our Diversity Access Scheme
- offering consultancy services for members who want more detailed help
- assisting members who wish to practice abroad





## How the Law Society works

Solicitors pay their annual practising certificate fee to the Solicitors Regulation Authority. The Law Society receives around 30 per cent of this fee to support, represent and promote the profession. Other funding comes from commercial activities.

The Law Society Council governs the Law Society's work. Council members are elected to represent members from England and Wales, different demographic groups and parts of the profession. The Law Society harness the knowledge of the Council members and around 300 volunteers to deliver the advice, support and service members want. The Council has 100 seats, 61 for geographical constituencies and 39 for special interest groups and areas of practice.

For more information please visit [www.lawsociety.org.uk](http://www.lawsociety.org.uk)