Private Client Section Engagement Programme

Committee

Thank you to our committee members

This programme of engagement was created in close consultation with the Private Client Section Advisory Committee to ensure it is relevant and timely.

Committee members meet up to six times a year to discuss the key issues facing the private client legal community. The committee advises on how the Law Society can best support its members who work in the fields of financial and tax planning, elderly client, wills and probate, estate administration, mental capacity, trusts, charities, family and relationships, and contentious probate.

The Section is chaired by Gary Rycroft, partner at Joseph A Jones & Co and the vice-chair is Gareth Marland, solicitor at Berwins Solicitors Limited. Helen Clarke is the current Private Client Council member.

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

Committee member	Organisation	Role
Simon Leney	Cripps Trust Corporation Ltd	Partner and solicitor
Gary Rycroft	Joseph A Jones & Co	Partner and solicitor
Gareth Marland	Berwins Solicitors Limited	Solicitor
Jan Atkinson	Osbornes Solicitors LLP	Solicitor and head of the private client department
Helen Clarke		Solicitor and consultant lecturer
Melinda Giles	Giles Wilson LLP	Partner, solicitor and head of the private wealth team
Christine Green	Veale Wasbrough Vizards	Partner and solicitor
Sarah Murphy	JWK solicitors	Solicitor
Alberto Perez Cedillo	Alberto Perez Cedillo Spanish Lawyers & Solicitors	Partner and solicitor
John Perry	Palmers Solicitors	Partner and solicitor
Anthony Rickards Collinson	JWK solicitors	Senior director and solicitor
John Riddett	Blocks	Notary solicitor
Helen Starkie		Sole practitioner and solicitor
Stuart Adams	Penningtons Manches LLP	Associate solicitor-advocate
Kate Mahon	Davidson Mahon Solicitors	Principal solicitor
Fiona Heald	Moore Blatch	Solicitor and head of court of protection team

Foreword

(Left to right - Gareth Marland, Gary Rycroft, Helen Clarke, Alberto Perez Cedillo, Melinda Giles, Sarah Murphy, Simon Leney, Anthony Rickards Collinson, Iain Cameron, Jan Atkinson, Christine Green, Helen Starkie, John Riddett)

Welcome to the Law Society's Private Client Section 2015/2016 engagement programme.

The Section was established in 1997, to promote best practice and address current issues and challenges facing the community. The Advisory Committee's role is to provide expert practitioner input, guiding the Law Society on identifying issues, generating content and a wide variety of events, to ensure the engagement programme is both relevant and practical.

The Section takes guidance from both the Section Advisory committee and the wider membership through surveys, on-line discussions groups and events, etc.

The committee is keen to engage with the wider private client community and to hear from you, our members, to assist us in shaping your Section. To give us your thoughts, seek our support or just to connect, please get in touch at **privateclientsection@lawsociety.org.uk**.

Gary Rycroft,
chair of the Private Client Section Advisory Committee

Mission Statement

To provide our members with valuable support and relevant information across a range of topics including: financial and tax planning, elderly client, wills and probate, estate administration, mental capacity, trusts, charities, family and relationships, and contentious probate.

Tailored support for Private Client lawyers

The two budgets in 2015 have had significant implications for private client practitioners, from legislative changes and issues ranging from cross border tax to HMRC disputes and the Inheritance (Provision for Family and Dependants) Act. With longer life-spans and growing competition in the UK, although there are potentially more clients there is also not only more legislation to keep on top of but also more competition to manage.

Membership of the Private Client Section will give you the support you need to be prepared for market change in private client law and practice, helping you to understand the implications for both you, your business and consumers. We deliver expert analysis and practical guidance through magazines, e-newsletters, face-to-face networking events and topical webinars. Our website even provides an online database of private client law content, making your membership go even further.

1. Events

- Conferences
- Regional Seminars
- Seminars

2. Member Support

- E-newsletters
- Spotlight
- LinkedIn group
- PS Magazine
- Webinars

To assist the communication of member support from the Law Society and the Private Client Section we have created this programme of engagement for our members. The programme seeks to:

- address leadership, regulatory developments and legal management through a series of events, member support activities and research
- support, promote and represent private client lawyers by providing opportunities to share and develop best practice, to exchange ideas and experiences and to learn from peers
- provide opportunities for private client lawyers to influence the overall direction of the legal sector
- promote private client lawyers
- help the Law Society to understand and represent private client lawyers better.

1. Events

Over the next year the Section will host a range of events on issues that matter to private client lawyers. Details of these events will be published on our website: **communities.lawsociety.org.uk/private-client/events**

Membership of the Section includes free access to the Private Client Section regional seminars and the podcast recordings of these events as well as discount on the Private Client Section London conferences.

Regional Seminars: Elderly client update

Regional Seminars

When: **Wednesday 10 February 2016, London**
Wednesday 17 February 2016, Manchester
Wednesday 24 February 2016, Birmingham
All events will take place between 17:30 - 20:00

Venue: **The Law Society, 113 Chancery Lane, London WC2A 1PL**
The University of Law , 2 New York Street, Manchester, M1 4HJ
Birmingham City University, City North Campus, Birmingham B42 2SU

Cost: **Free for section members,**
From £35 + VAT for non-members

These regional evening seminars have been designed to provide private client solicitors with a comprehensive review of current private client issues, focusing on best practice and how practitioners can avoid problems and pitfalls. They cover a range of market relevant topics to provide practical support for the busy private client solicitor and are conducted by lecturers who are acknowledged experts in their fields.

The precise content of this session will be contingent on developments in this field over the next few months, but will likely include:

- assessment of care needs under the Care Act 2014 – what to consider
- top up payments- what clients need to know
- Mental Capacity Act 2005 – round-up of recent decisions and developments.

Speaker: Helen Clarke

Helen Clarke is a solicitor and past chair of the Law Society Wills and Equity committee. She represents the Private Client Section on the Law Society Council. She is an acknowledged authoritative lecturer and in-house trainer on wills, probate, the Mental Capacity Act 2015 and elderly client issues

Why attend?

- give your clients the best service possible linked to current legislation and trends
- avoid costly common errors and keep on the right side of the regulators
- maintain your ongoing continuous professional development with relevant training
- keep a step ahead of the competition with the latest market insight
- network with peers to share best practice

Cross border conference

Conference

When: **Thursday 3 March 2016**
Venue: **The Law Society, 113 Chancery Lane, London WC2A 1PL**
Cost: ***Early booking fee before 2 February 2016***
£250 + VAT for Section members,
£145 + VAT for members working for NFP
From £295 + VAT for non-members

This year's conference will particularly focus on the Brussels IV regulation, which came into effect from the 17 August 2015. The full-day programme comprises expert speakers from various jurisdictions covering:

- cross border issues for English law and across Europe
- impact of European succession - UK and European perspectives
- offshore tax planning in the current climate
- contested probate

Panel discussions, plenary sessions and networking with expert leading practitioners will give you an interactive and experience-driven learning opportunity in order to grasp the growing and changing trends in international private client work, including the impact of the Brussels IV regulation.

Breakout sessions will offer tailored learning, with input from various lawyers from foreign jurisdictions. The workshop speakers will look at the impact of the Brussels IV enforced regulation and what it will mean for you and your firm. The conference concludes with a drinks reception where you can network.

Regional Seminars: IHT and death: A tax update

Regional Seminars

When: **Thursday 14 April 2016, London**
Wednesday 20 April 2016, Manchester
Wednesday 27 April 2016, Birmingham
All events will take place between 17:30 - 20:00

Venue: **The Law Society, 113 Chancery Lane, London, WC2A 1PL**
The University of Law, 2 New York Street, Manchester, M1 4HJ
Birmingham City University, City North Campus, Birmingham, B42 2SU

Cost: **Free for section members,**
From £35 + VAT for non-members

These regional evening seminars have been designed by the Private Client Section advisory committee and the Law Society to provide private client solicitors with a comprehensive review of current private client issues, focusing on best practice and how practitioners can avoid problems and pitfalls. They cover a range of market-relevant topics to provided practical support for the busy private client solicitor and are conducted by lecturers who are acknowledged experts in their fields.

The precise content may vary depending on developments over the next few months but is likely to include:

- the transferrable and residential nil rate bands – where are we now and what do we do with them
- the death of pilot trusts
- the rise of pension and ISA IHT planning

Speaker: Eason Rajah QC

Eason Rajah was called to the Bar in 1989 and took silk in 2011. He was called to the Malaysian Bar in 1991. Eason's practice includes domestic, offshore and cross-border trust and will disputes, related tax and professional negligence issues, drafting, structuring and advising on trusts, succession planning and tax Eason is Hon. Secretary to the Chancery Bar Association, editor of Mellows Taxation of Executors and Trustees and a member of the STEP central London committee. He has been recognised in the leading legal directories for many years and was shortlisted for the 2015 Legal 500 Private Client: Trusts and Probate Silk of the Year award and also the Chambers UK 2014 Chancery Silk of the Year award

Why attend?

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- network with peers to share best practice

Regional Seminars: Riding the HMRC rollercoaster

Regional Seminars

When: Thursday 12 May 2016, London
Wednesday 18 May 2016, Birmingham
Wednesday 25 May 2016, Manchester
All events will take place between 17:30 - 20:00

Venue: The Law Society, 113 Chancery Lane, London, WC2A 1PL
The University of Law, 2 New York Street, Manchester, M1 4HJ
Birmingham City University, City North Campus, Birmingham, B42 2SU

Cost: Free for section members,
From £35 + VAT for non-members

These regional evening seminars have been designed by the Private Client Section advisory committee and the Law Society to provide private client solicitors with a comprehensive review of current private client issues, focusing on best practice and how practitioners can avoid problems and pitfalls. They cover a range of market-relevant topics to provided practical support for the busy private client solicitor and are conducted by lecturers who are acknowledged experts in their fields.

Speakers: Lisa Vanderheide and Karmjit Mader of BDO LLP

Lisa Vanderheide and Karmjit Mader will give a general update on Her Majesty's Revenue and Customs (HMRC) and then look at how and why HMRC open enquiries and how best to deal with them. This will include managing HMRC information requests, advice on HMRC meetings, negotiation and settlement of enquiries. They will also discuss the options when agreement cannot be reached with HMRC; including a number of "war stories" at various (relevant) stages of the presentation based on cases that we have dealt with.

Lisa Vanderheide is a senior tax manager in the BDO LLP Tax Dispute Resolutions team. Lisa trained as an inspector with HMRC and spent several years as an investigator including three years in the London Specialist Investigations team. Lisa recently joined BDO LLP from a big 4 firm. Lisa specialises in HMRC enquiries into tax avoidance and has experience of dealing with HMRC on both corporate and personal tax enquiries.

Karmjit Mader is a senior tax manager at BDO LLP. Karmjit specialises in managing HMRC enquiries, investigations and disclosures with a private client focus. Karmjit has a varied portfolio and has assisted numerous clients to regularise their offshore and onshore tax position with HMRC.

Why attend?

Attending these seminars will help you feel confident that you are:

- giving your clients the best service possible linked to current legislation and trends
- avoiding costly common errors and keeping on the right side of the regulators
- maintaining your ongoing continuous professional development with relevant training
- keeping a step ahead of the competition with the latest market insight
- networking with peers to share best practice

Regional Seminars: Recent developments in private client practice

Regional Seminars

When: **Wednesday 21 September 2016, Manchester**
Wednesday 28 September 2016, London
Thursday 29 September 2016, Birmingham
Tuesday 11 October 2016, Cardiff
Thursday 13 October, Exeter
All events will take place between 17:30 - 20:00

Venue: **The University of Law, 2 New York Street, Manchester, M1 4HJ**
The Law Society, 113 Chancery Lane, London, WC2A 1PL
Birmingham City University, City North Campus, Birmingham, B42 2SU
The Law Society, 5th Floor, Capital Tower , Greyfriars Road, Cardiff CF10 3AG
Exeter venue TBC

Cost: **Free for section members,**
From £35 + VAT for non-members

These regional evening seminars have been designed by the Private Client Section advisory committee and the Law Society to provide private client solicitors with a comprehensive review of current private client issues, focusing on best practice and how practitioners can avoid problems and pitfalls. They cover a range of market- relevant topics to provided practical support for the busy private client solicitor and are conducted by lecturers who are acknowledged experts in their fields.

Speaker: Professor Lesley King

Professor Lesley King, professional development consultant for the University of Law, is co-author of Wills, Taxation and Administration: A Practical Guide; A Modern Approach to Wills, Administration.

Why attend?

Attending these seminars will help you feel confident that you are:

- giving your clients the best service possible linked to current legislation and trends
- avoiding costly common errors and keeping on the right side of the regulators
- maintaining your ongoing continuous professional development with relevant training
- keeping a step ahead of the competition with the latest market insight
- networking with peers to share best practice

The precise content may vary depending on developments over the next few months.

Annual conference

Annual conference

When: Friday 1 July 2016
Venue: Victoria Park Plaza, London
Cost: From £195

The 2016 Law Society Private Client Section annual conference will equip you with the very latest thinking on private client work. A diverse range of expert speakers sharing their expertise on a range of topics that are critical to private client practitioners.

Cross border conference

Annual conference

When: Friday 14 October 2016
Venue: The Law Society, 113 Chancery Lane, London WC2A 1PL
Cost: TBC

This conference will particularly focus the latest market legislative changes and trends. It will include panel discussions, plenary sessions and networking with expert leading practitioners to give you an interactive and experience-driven learning opportunity in order to grasp the growing and changing trends in international private client work.

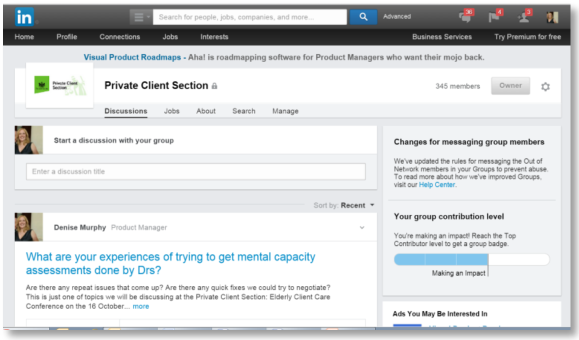
2.Member Support

E-newsletter and Spotlight

The Private Client Section has a dedicated e-newsletter for its members. As part of your Section membership, you will receive regular e-newsletters, with recent private client news, selected cases and legislation provided by LexisNexis, and commentary on developments in the field by Lesley King

LinkedIn group

The Private Client Section enables members to share news, features, events and other relevant activities in a private environment. Increase your private client legal network and join our LinkedIn group. Keep an eye out for more information soon.



PS Magazine

Our bi-monthly PS magazine focuses on the issues that matter in private client practice through features, commentary and updates from leading practitioners. 'Back to Basics' is a practical feature that deals with one key issue in extensive practical detail. Members can acquire up to 12 hours of CPD per year through the multiple choice quiz in each edition.

Here are some examples of our previous editions

July 2015

May 2015

March 2015

January 2015

November 2014

September 2014

Webinars

Section members benefit from free access to four topical webinars per year, access to all previous recordings and 20% discount on other relevant Law Society webinars.

Inheritance Tax and residential property

Webinar

When: **Thursday 21 January 2016**
Cost: **Free for section members**

Speaker: Professor Lesley King. The aim of this webinar is to provide a general update. Please keep an eye out on the Private Client Section events page for more information.

Brussels IV update

Webinar

When: **Thursday 7 April 2016**
Cost: **Free for section members**

Speakers: Alberto Perez Cedillo, David Anderson, Alessia Paoletto, Brad Westerfield, Veit Klinger. The webinar will focus on the Brussels IV regulation which came into effect from the 17 August 2015 and cover the following jurisdictions: France, Germany, Italy, Spain and USA.

TBC

Webinar

When: **TBC**
Cost: **Free for section members**

The aim of this webinar is to provide a general update. Please keep an eye out on the Private Client Section events page for more information.

TBC

Webinar

When: **TBC**
Cost: **Free for section members**

The aim of this webinar is to provide a general update. Please keep an eye out on the Private Client Section events page for more information.

Website

The Private Client Section website is a one-stop portal of information for the legal community working in wills, probate, financial and tax planning, trusts, mental capacity and estate administration. It contains practical guidance, news, research and event details, we encourage you to use its search facility to provide quick access to the latest news updates, to search for past articles or practice notes. To access inclusive member only content, simply register and login.

Representation, policy and lobbying

The Law Society represents members by ensuring the voice of the profession is heard by the right people - government, regulators, industry and in international jurisdictions.

As well as lobbying on many issues relevant to private client lawyers, we regularly provide expert advice to regulators and policy makers.

The Section, with the support of the advisory committee, provides private client community with a stronger voice within the Law to ensure that we can represent this vital sector of the profession effectively.

Help shape future legislation

The Law Society's lobbying is taken seriously and draft legislation frequently changed in response to our representations.

Policy is formed by expert committees whose members are drawn from the profession, including the Private Client Section advisory committee. By joining any one of the Law Society's committees, real opportunity to shape future legislation and ensure it meets needs.

Relevant committees for private client lawyers include:

- Civil Justice Committee
- Company Law Committee (and sub-committees)
- Employment Law Committee
- EU Committee
- Education and Training
- Professional Standards and Ethics Committee
- Tax Law Committee (and sub-committees)
- Technology and Law Reference Group
- Wills and Equity committee

You can find out more information at
www.lawsociety.org.uk/governance

If you are interested in getting involved, contact us at
governanceteam@lawsociety.org.uk

Services and resources

Risk and Compliance support from the Law Society

Keeping on top of your regulatory compliance is critical, and a periodic review of your approach to risk and compliance can give you peace of mind.

The Law Society's Risk and Compliance Advisory Service delivers a comprehensive range of services to provide you with the information, skills and expertise you need to mitigate risk and comply with industry regulations.

Our service has been designed to deliver support and guidance that suits your needs:

- Keep up-to-date with the latest developments within risk and compliance via timely email updates for members of our risk and compliance service.
- Receive thorough training on need-to-know principles and processes such as
    - best practice approaches to outcomes-focused regulation
    - cyber security safeguards
    - arrangements to evidence your continuing competence.
- Benefit from bespoke support, advice and recommendations via our confidential Advisory Service.

An approach informed by experience

Since 2010, we have worked with over 500 organisations on an ongoing basis to help them understand their current risk profile and ensure they have what they need to implement any required mitigating measures.

Our support includes compliance health-checks, on-site visits and bespoke telephone support. However you approach us, we will quickly identify the critical success factors that will help drive future levels of performance, integrity and assurance in your organisation.

Key contact

Pearl Moses, head of risk and compliance, is a seasoned legal practitioner with over 12 years' experience in private practice, legal publishing and regulatory compliance issues. She specialises in creating tailored compliance solutions and interventions to help firms and in-house legal teams embed sound risk management principles and best practice client care and complaints handling systems.

Pearl is supported by a skilled team of technical experts with backgrounds in regulation, private practice and in-house work.

For more information on how we can support you please e-mail us at **riskandcompliance@lawsociety.org.uk** or call us on **0207 316 5655**.

Library

The Law Society library provides access to one of the most comprehensive printed collections of law material in England and Wales, plus online access to many of the major electronic legal commercial services including Lexis, Westlaw and Justis.

- **Enquiry service**

Our experienced law librarians can help you find the information you need. You do not have to visit the library to use these services. Please call **020 7320 5946** or email **library@lawsociety.org.uk**

- **Document supply**

Our Lawdocs service can email, fax or post copies of most material within our collection. We offer a standard or a premium service. Please email **lawdocs@lawsociety.org.uk**

For more information please visit **www.lawsociety.org.uk/library**

Reading Room, restaurant and room hire

All members are welcome to use the Reading Room and 113 restaurant and bar whenever the building is open and the rooms are not in use for events.

Members receive a 15 per cent discount on room bookings for meetings and events.

For more information visit **www.113chancerylane.co.uk**

WIQs accreditation

Wills and Inheritance Quality Scheme
The Law Society's Wills and Inheritance Quality Scheme (WIQS) provides a best practice quality mark for wills and estate administration advice that consumers can trust. **The scheme design** (PDF 147kb) is based on a **Wills and Inheritance Protocol** (PDF 360kb) that sets client service standards to ensure transparency in process, costs and communications. It outlines required practices for will drafting, probate and estate administration to help address common risks, errors and inconsistencies that a rise in delivering advice.

Who is membership for?
WIQS is designed for practices that are authorised and regulated by the Solicitors Regulation Authority (SRA) and offer both wills and probate/estate administration advice.

Practices applying for accreditation must demonstrate compliance with the Wills and Inheritance Protocol and, where necessary can amend existing policies or draft new ones to meet the requirements.

Why apply for WIQS accreditation?
Help prospective clients to make a confident and informed choice of local legal practice. Show that you follow best practice procedures to meet the highest standards of technical expertise and client service.

About the Law Society

The Law Society exists to support, promote and represent all solicitors so they can help their clients. It also works to ensure no one is above the law and to protect everyone's right to have access to justice.

The Law Society helps members by:

- providing targeted support, advice and guidance on areas of practice and management growing and supporting the market for solicitors at home and abroad
- helping to maintain the reputation of England and Wales as the jurisdiction of choice and the use of English law throughout the world
- campaigning on legal issues important to members and the public.

The Law Society supports the profession by:

- providing practice notes and guidance on issues important to members
- giving advice through the library and helpline
- running accreditation schemes to support and demonstrate effective practice
- creating communities of members based on areas of law and demographics
- supporting those who find it difficult to enter the profession through the Diversity Access Scheme
- offering consultancy services for members who want more detailed help
- assisting members who wish to practise abroad.

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 Find a Solicitor - the website enables consumers and businesses to find a solicitor who can meet their needs
- increasing awareness of the benefits of using a solicitor and promoting Find a Solicitor through a consumer marketing campaign
- hosting the annual Excellence Awards which highlight and celebrate outstanding contributions across the profession.

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 legal issues
- intervening in cases where solicitors and the law are under threat in the UK and abroad
- helping members to represent key issues impacting the profession to their MP or MEP
- using the law to challenge changes which will impact negatively on the profession and society
- championing and facilitating pro bono work.

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

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