



The Law Society

Small Firms



www.lawsociety.org.uk/small-firms

Small Firms Division Engagement Programme 2016 – 2017



Foreword

Welcome to the Law Society's Small Firms Division 2016/17 engagement programme.



Since its creation in 2013, the Division has gone from strength to strength helping the small firms and sole practitioner community to access to a wide range of quality business content, to promote best practice and address our current issues and challenges.

Packed with activities to suit every small firms lawyer, this programme promises a busy year ahead. The small firms committee worked closely with the Law Society to ensure planned activities are topical and relevant to our diverse small firms membership. The programme is updated throughout the year, so make sure you visit the small firms division website regularly to download the latest version.

With this in mind, the committee is keen to engage with the wider small firms community and to hear from you, our members, to assist us in shaping your division. To give us your thoughts, to seek our support or just to connect, please get in touch at smallfirms@lawsociety.org.uk.

Sally Azarmi, chair of the Small Firms Committee



Our promise to you

We will provide industry and business news, practice management information, the latest regulatory updates and networking opportunities - all tailored to the needs of solicitors working in small firms.

This programme will:

- tackle the burning topics for today's uncertain times, including IT innovation and adaptability, cyber crime, succession planning, recruitment, regulation and statutory change
- support, promote and represent small firms by providing opportunities to share and develop best practice, to exchange ideas and experiences and to learn from peers
- develop tailored content for solicitors with an interest in new small firms and start - ups
- promote the value of small firms
- help the Law Society to understand and represent the interests of small firms

Events

Over the year the Law Society will host a range of events on issues that matter to small firms' lawyers. Details of these events will be published on our website communities.lawsociety.org.uk/small-firms/events

Local spotlight - turbo charge your small firm business networking with LinkedIn, South London

When: Tuesday 24 January 2017, 17:30 - 19:30
Venues: Croydon
Cost: Free to solicitors working in small firms

Local spotlights are informal opportunities to catch up with colleagues from other small firms in your locality, and hear about what's going on over drinks and nibbles

Local spotlight: from CPD to continuing competence, West Berkshire

When: Thursday 2 February 2017, 17:00 - 19:00
Venue: Newbury tbc
Cost: Free to solicitors working in small firms

Local spotlights are informal opportunities to catch up with colleagues from other small firms in your locality, and hear about what's going on over drinks and nibbles.

How to set up a small firm - Birmingham

When: Thursday 9 March 2017, 18:00 - 20:00
Venues: Birmingham
Cost: Cost details here

In association with the Family Section, topic based, panel led presentations with audience interaction and networking. Helping small firms cover all the bases, apply sound and tested practice management principles to the running of the firm.

Complaints management for small firms - Manchester

When: April 2017, 17:30 - 19:30
Venues: tbc
Cost: Cost details here

In association with the Family Section, topic based, panel led presentations with audience interaction and networking. Helping small firms cover all the bases, apply sound and tested practice management principles to the running of the firm.



Small world - How to take on international work

When: April 2017 , 18:00 20:00
Venues: London , Chancery Lane
Cost: TBC

In association with the Law Society's international policy team, find out why international work may not be out of your reach – and it can enrich your professional and personal life in the process.

Succession planning for small firms - Newcastle

When: April 2017, 17:30 - 19:30
Venues: Newcastle
Cost: TBC

Topic based, panel led presentations with audience interaction and networking. Helping small firms cover all the bases, apply sound and tested practice management principles to the running of the firm.

Summer networking event

When: July 2017, 18:00 - 20:00, London
Venues: London , Chancery Lane
Cost: TBC

Topic based, panel led presentations with audience interaction and networking. Helping small firms cover all the bases, apply sound and tested practice management principles to the running of the firm.

Webinars

Our bespoke Small Firms Division webinars bring the practical essentials straight to your desk top. It's your opportunity to listen to influential speakers talk about topical subjects of interest and quiz them about matters of relevance to you and your practice.

Grow your small law business with LinkedIn

When: Available now

Cost: £45.00

Tailored for solicitors working in small law firms, our small firms division webinar presented by Emily Miller and Susan Kench of LinkedIn Tutors, will help you discover how to utilise LinkedIn to grow and generate new business and strengthen your current relationships with clients.

PR for small firms

When: Available now

Cost: £45.00

Get practical tips for you to improve your public relations for business development. Deepen your understanding of the importance of public relations, and how this can positively impact your business.

Cyber security encryption for small firms

When: Available now

Cost: Free

This webinar covers the cyber security threat faced by small firms (including case studies), reasons to avoid Google, Dropbox and other free services, as well as practical steps to take including encrypting email and things to look for from IT services.



Videos

Get inspired as small firms solicitors and practice management experts share their experience, views and top tips, in our latest video series.

How to measure financial performance

Who Andrew Otterburn, Otterburn Legal Consulting LLP

Tips for better customer service

Who : Tony Roe, Tony Roe Solicitors

LexisNexis' research on small law firms

Who John Whittle, Market Development Director at LexisNexis UK

The challenges facing small law firms

Who John Whittle, Market Development Director at LexisNexis UK

Stand out with better communication

Who Paul Bennett, Partner, Aaron and Partners LLP

Cut back on overheads

Who Sally Azarmi, Azarmi & Co Ltd

Member Offer

E-newsletter

The Law Society has a dedicated e-newsletter for small firms. Our e-newsletter includes news updates, features, events and activities relevant to small firm solicitor members. Issues will be available and emailed to members in December 2016, February, April, June, July and September 2017.

Westlaw Update

The Law Society, partnering with Westlaw, gives you exclusive free access to case law and legislation updates, regulatory developments and news in a range of practice areas, through our monthly updates

LinkedIn

We encourage you to increase your small firms network and the small firms division A LinkedIn group to share news, features, events and other relevant activities. Join here: www.linkedin.com/groups/8411994

Website

The Small Firms Division website is a one-stop portal of information for solicitors working in small firms. It contains practical guidance, news, research and event details for small firms whatever type of law you work in. We want it to remain relevant and useful so get in touch at smallfirms@lawsociety.org.uk if there is something missing or if you have any feedback.



Committee

Thank you to our committee members

This programme of engagement was created in close consultation with the Small Firms Committee. Committee members are scheduled to meet up to four times a year to discuss the key issues facing the small firms community. The committee advises how the Law Society can best support its members who work in small firms.

The committee is chaired by Sally Azarmi, director of Azarmi & Co Ltd. Sally founded her city based law firm in 2012 after 18 years of practising as a solicitor and partner in large law firms.

We would like to thank the committee members for their time, commitment and contribution.

Committee member	Organisation	Role
Sally Azarmi	Azarmi & Co Ltd	Director
Paul Bennett	Aaron and Partners LLP	Partner, Professional Practices & Employment
Melanie Craig	Craig Solicitors	Principal
Ravi Singh Chumber	Rashid & Co	Partner and HR manager
Emma Macpherson	Elm Solicitors	Principal
Sophie Khan	Sophie Khan & Co Solicitors and Higher Court Advocates	Solicitor Director
Tony Roe	Tony Roe Divorce & Family Law Solicitors	Principal
Sarah Sargent	Lupton Fawcett Denison Till	Senior solicitor
Marcus Hayes	Mason Hayes Solicitors	Director
Chris Stocker	Stocker & Co solicitors	Senior partner
Philip Giles	Giles Wilson solicitors	Partner
Sonia Limbada	Carter Young Solicitors	Partner
William John Scott	Reed, Ryder and Meikle	Principal
Robert Banner (co-opted)	Banner Jones Ltd	Chair of the Law Management Section Committee

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 helplines
- 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



The Law Society

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

 **Law Society Small Firms Division**

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