

## SMALL FIRMS DIVISION ENGAGEMENT PROGRAMME 2018-19





## *Foreword*

### **Welcome to the Law Society's Small Firms Division 2018-19 engagement programme.**



I am delighted to present the Division's wide-ranging programme of activities for the coming year. Packed full of opportunities to update your knowledge, develop skills and explore new ideas to improve your business practise, the programme has something to offer every small firms' lawyer and business owner.

The small firms committee works closely with the Law Society to design content around you - the small firm solicitor - so you're positioned to face the issues and challenges constantly emerging in the legal business environment. Helping the diverse small firms and sole practitioner community to access quality business content, best practice guidance and regulatory advice is the Small Firm Division's core mission since its creation, back in 2013.

The programme is updated throughout the year, so make sure you visit the Small Firms Division website regularly to download the latest version.

The committee is keen to engage with the wider small firm 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](mailto:smallfirms@lawsociety.org.uk).

**Satpal Roth, Kher Solicitors, 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, cybercrime, succession planning, recruitment, anti- money laundering, general 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](http://communities.lawsociety.org.uk/small-firms/events)

### Local spotlight - Essex

**When:** 13 February 2019, 17:30 - 20:00  
**Venues:** Chelmsford  
**Cost:** Free to solicitors working in small firms

Local spotlights are informal opportunities to get up-to-date on a hot issue facing solicitors as well as catch up with colleagues from other small firms in your locality over drinks and nibbles.

### Workshop – Cheshire

**When:** 12 March 2019, 17:30 - 19:30  
**Venues:** Crew  
**Cost:** Free to solicitors working in small firms

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

### Local spotlight - West Berkshire

**When:** 21 March 2019, 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.

### Local spotlight - City of London

**When:** April 2019 18:00 - 20:00  
**Venues:** London  
**Cost:** Free to solicitors working in small firms

In association with the Law Society's City team, a 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.

## Workshop - Succession planning for small firms - Leeds

**When:** April 2019, 18:00 20:00

**Venues:** Leeds

**Cost:** Free to solicitors working in small firms

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

## Workshop - Regulatory update for small firms - Summer networking

**When:** July 2019, 18:00 - 20:00, London

**Venues:** London, Chancery Lane

**Cost:** Free to solicitors working in small firms

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.

## Annual conference - London & Leeds

**When:** 19 September & 3 October 2019, 13:00 – 17:00

**Venues:** London (19 September); Leeds (3 October)

**Cost:** From £175

The Law Society's flagship event for small firms. Further details coming soon.



## 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.

### GDPR for solicitors in smaller firms

**When:** Available now  
**Cost:** £54

Tailored for solicitors working in small law firms, this Small Firms Division presented by Anita Bapat from Hunton & Williams LLP and Tim Hill, IT policy adviser at the Law Society, will help you to prepare for the new requirements and manage your data security risks.

### Cyber security encryption for small firms?

**When:** Available now  
**Cost:** £0.00 Free

Feeling like a rabbit caught in the headlights? Join this webinar if the endless stories in the national and specialist legal press have left you feeling panic stricken and wondering how and where to start to make your firm and your clients safer when doing business online. See the immediate easy steps that you and your staff can take to make your firm safer in its everyday dealings online.

### New - Recruitment and retention for smaller firms

**When:** Available now  
**Cost:** £54

This webinar will offer practical guidance on effective staffing models for the smaller firm; tips for affordable recruitment and how to address staff retention, on a budget.

### PR for smaller firms

**When:** Available now  
**Cost:** £0.00 Free

This webinar will provide 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.

## Videos

Get inspired as small firm 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 January, March, May, July and September 2019.

### **LinkedIn**

We encourage you to increase your small firm 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](http://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](mailto: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 Satpal Roth, principal of Kher solicitors.

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

Committee member	Organisation	Role
Sally Azarmi	Azarmi & Co Ltd	Director
Huw Bowden	Bowden Jones	Solicitor advocate e
Anthony Earl	Earl and Crocker solicitors	Solicitor general
Linda Felton	Fortune Green solicitors	Principal
Philip Giles	Giles Wilson solicitors	Partner
Sophie Khan	Sophie Khan & Co Solicitors and Higher Court Advocates	Solicitor Director
Emma Macpherson	Elm solicitors	Principal
Tony Roe	Tony Roe Divorce & Family Law Solicitors	Principal
Marcus Hayes	Mason Hayes Solicitors	Director
Nick Woolf	Nicholas Woolf & Co	Director
Philip Giles	Giles Wilson solicitors	Partner
William John Scott	Reed, Ryder and Meikle	Principal
Robert Banner (co-opted)	Banner Jones Ltd	Law Management Section Committee member



## *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 of the 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

## 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)

## Law Society Small Firms Division

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