

## WEBINAR – UNDERTAKING FILE REVIEWS – ENSURING YOU MEET THE REQUIREMENTS OF THE CONVEYANCING QUALITY SCHEME (CQS)

WEDNESDAY 25 MAY 2022 12:00 – 13:00

**Webinar details:** The platform is **Zoom** and can be viewed on a mobile, tablet, laptop or PC. The link to join will be emailed to you nearer the time. It would be helpful to download Zoom on to your device beforehand - the app is Zoom Cloud Meetings. Please note that it may not be possible to access your video and microphone if you are remote accessing your office computer - you may want to forward the link.

**Cost:** £35.00 – Member and Associate Members of BDLS/Trainee Solicitor  
£50.00 – Non Member of BDLS

**1 hour CPD**

A compulsory key requirement of CQS compliance is all CQS accredited practices ‘must have a procedure for regular, independent file reviews, of both the management of the file and its substantive legal content.’

Obtaining and reviewing the data from file reviews is invaluable in establishing with certainty if files are being managed not only in accordance with the firm’s own policies and procedures, but also to identify if the key requirements of regulation, legislation and of course quality standards such as CQS and Lexcel are being adhered to.

With CQS onsite assessments being introduced from 1st May 2022, CQS accredited practices need to ensure they not only understand the criteria for file reviews, but also which key elements of the file should form part of the review and why.

Upon inspection, CQS accredited firms will be required to evidence their rationale behind their file review criteria. In addition the file review records, and data obtained from them will be reviewed and analysed to ensure compliance with the standard.

The short webinar will;

- **Explain the importance of setting an appropriate criteria for the file review regime.**
- **Provide guidance as to what considerations should be made when setting their criteria.**
- **Provide clarity as to which key components of the file should be reviewed as part of the process.**
- **Examine a specimen file review form.**
- **Consider how practices should be reviewing the data generated from the file reviews and how best this can feed in to the firm’s overall risk management strategy.**

### Speaker Profile:

This lecture will be presented by **Tracy Thompson** a lawyer who has spent over two decades in the legal profession, most recently as managing partner of a Merseyside multi-disciplinary practice. She is very hands on in her approach to management and has a unique perspective of the many challenges facing law firms. Tracy possesses a diverse mix of skills and is highly experienced in operational management and risk management. She provides valuable practice management support to many law firms nationally and is an experienced trainer particularly in the areas of Law Firm Compliance, Health & Safety and Quality Management Standards. Tracy is a Law Society accredited Lexcel Consultant and a Lexcel Assessor for both the England & Wales standard, and the International standard and was recently appointed as Lead Assessor for the Law Society’s Conveyancing Quality Scheme.



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### BOOKING FORM

## WEBINAR – UNDERTAKING TILE REVIEWS – ENSURING YOU MEET THE REQUIREMENTS OF THE CONVEYANCING QUALITY SCHEME (CQS)

WEDNESDAY 25 MAY 2022 – 11.00 – 12.00

Please complete and return the slip over the page by Wednesday 18 May 2022

**WEBINAR – UNDERTAKING FILE REVIEWS – ENSURING YOU MEET THE REQUIREMENTS OF THE CONVEYANCING QUALITY SCHEME (CQS)**

**WEDNESDAY 25 MAY 2022 12:00 – 13:00**

Bournemouth and District Law Society, Borough Chambers, Fir Vale Road, Bournemouth BH1 2JJ – DX 7616  
Bournemouth – Tel: 01202 587551 email: [office@bournemouthlaw.com](mailto:office@bournemouthlaw.com)

No*	Membership Type	Cost
	Solicitor Member	£35
	Associate Member	£35
	Trainee Solicitor	£35
	Non-Member	£50
<b>Cheque/BACS* payment made for</b>		<b>£</b>

\*Please indicate

Cheques: payable to “**Bournemouth & District Law Society**”

BACS: Account Name: Bournemouth & District Law Society  
Account No: 56568851 Sort Code: 56-00-35.

Important: Please quote reference “**920/initials or surname of delegate**”

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