

WEBINAR: MEANINGFUL FILE REVIEWS – COMPLYING WITH CQS

WEDNESDAY 19 APRIL 2023 – 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 – Solicitor Member; Associate Member; Trainees (Solicitor, Cilex & Apprentices)
£50 – Non-Member of BDLS
- CPD:** 1

CQS requires all accredited practices to 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 now being carried out by The Law Society as a matter of course following the changes to the standard from 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, accredited practices 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.

Paying close attention to the wording of the standard is often overlooked; this session will contain valuable information from CQS lead assessor, Tracy Thompson, as to how to interpret what The Law Society expect to see in practice.

Whilst this virtual classroom seminar is specifically aimed at practices who are CQS accredited, or working towards CQS accreditation, it will also benefit practices who are new to undertaking file reviews in their practice.

This live and interactive session will cover the following:

- 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 into the firm’s overall risk management strategy.

Speaker Profile:

This webinar 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.



BOOKING FORM

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Please complete booking form below and return to office@bournemouthlaw.com by 12 April 2023

Membership Type	Cost	Name of Delegate(s)	Email address
Solicitor Member; Associate Member; Trainees (<i>Solicitor, Cilex & Apprentices</i>)	£35		
Non Member	£50		
Total	£		

Payment to be made by BACS only. Booking secured upon receipt of payment.

Account Name	Bournemouth & District Law Society
Account Number	56568851
Sort Code	56-00-35
Reference	959/<i>insert delegate name/initials</i>