

THE PRACTICAL IMPLICATIONS OF OUTSOURCING

FROM HOME-WORKERS TO VIRTUAL OFFICES,
AUDIO DICTATION TO FEE EARNING

Hosted by



and

27 SEPTEMBER 2007
BIRMINGHAM LAW SOCIETY



This course looks at the elements of the agreements and structures which make legal services outsourcing possible and the major regulatory and legal implications including **Data Protection Law, Employment Laws and Rule 5 of the Solicitors Code of Conduct 2007.**

Issues which will be covered include:

- ◆ How performance standards are configured and maintained
- ◆ How client data is protected and general data protection legal compliance
- ◆ The essential need to maintain confidentiality
- ◆ How employment issues are overcome
- ◆ Rule 5 compliance for adequate business practice and minimum supervision requirements

CPD: 2 hours

Code: AR70927

Time: 16:00 — 18:00

Fees: Members £60+VAT

Non-Members £75+VAT

SPEAKERS

Andrew Sparrow of Lecote Solicitors takes practitioners through the typical legal outsourcing agreement dealing with the fundamental elements of the agreements which make outsourcing possible. Issues which will be covered include how performance standards are configured and maintained, the legal demarcation which governs the outsourced skills and existing in house capability, how client data is protected and general data protection legal compliance, professional indemnity mechanisms, the essential need to maintain confidentiality and how employment issues are overcome, the course will take the practitioner through some specimen clauses which are incorporated within a typical legal services outsourcing agreement.

Simon Pottinger of JRS Consultants deals with the implications of Rule 5 of the Solicitors Code of Conduct 2007 on the outsourcing of fee earning work whether in respect of home-workers, virtual offices or independent contractors. This includes the minimum standards for supervision and management, the maintenance of competence, how to demonstrate the adequacy of supervision and management arrangements of staff not working from a conventional office and procedures for recruitment, ongoing work assessment and training.

Lecote Solicitors is recommended by The Legal 500 as 'recognised leaders in Internet and IT law' and Andrew Sparrow is the author of 6 Internet and IT Law related books. In 1999 he won the National Lawyer Award for Best use of Multimedia in Law and has been acknowledged by the Department for Trade and Industry as one of the 100 individuals in the UK who have contributed most to the development of the internet in the last ten years.

Simon Pottinger is the Senior Partner of JRS Consultants, the specialist legal aid consultancy he founded in 1996. His previous experience includes roles as Practice Manager, Caseworker and with the Legal Aid Board. A regular contributor to Independent Lawyer and CLSA News, It is the practical value of his regular training sessions which delegates find of most value. A regular contributor to Independent Lawyer and CLSA News, Simon also has his own weblog at: www.jrsconsultants-uk.com

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