

A Guide to Legal Aid Agency Auditing

DG Legal is pleased to offer half day courses on the LAA's approach to auditing providers which will cover an invaluable insight into the way the LAA handles contract management and auditing activities.

The course will cover the types of management information the LAA holds about firms, how this is interpreted and risk-assessed by Contract Managers and then used as a basis for deciding how and what to audit. It will also provide practical advice on common errors and how to avoid them, together with updates on recent changes. This includes the new initiative which may see your firm charged for additional audit activity resulting from errors that you may have made.

Influenced by the LAA's internal guidance we aim for providers to be in a similar position as LAA staff by increasing their knowledge and skills about the audit process.

Why You Should Attend?

There is widespread confusion and a lack of clarity about the LAA's powers, how it decides to focus its audit resource and which type of firms are on the LAA's radar.

This course is aimed at all practitioners operating a LAA contract. The content of the course is relevant to all managers, principals and lawyers who want to improve their understanding for ongoing reference or cascade training. The course is designed to help providers to minimise the chance of receiving a Contract Notice and/or having to pay monies back to the LAA.

Course Notes

Comprehensive and up to date course notes will be provided to all delegates which will be useful for ongoing reference or cascade training.

Continuing Professional Development

As of 1 November 2014, the SRA ceased to accredit all training providers, including ourselves, for CPD purposes. As a result, our courses can no longer be accredited. Solicitors are permitted to continue to use DG Legal as a means to evidence that they have attended professional training as part of the SRA's new competence based scheme. Attending a half day course equates to 3 hours external training.

Speakers

Steve Keeling, Consultant, DG Legal. Steve has recently joined DG Legal, having left the LAA in August 2016. In his 17 years at the LAA, he has worked in the audit team as both an auditor and manager and has been a Contract Manager for several years. Steve will bring important insights into the way the LAA thinks about providers and contract management and will provide useful information on how best to prepare for audit activity.

David Gilmore, Director, DG Legal. David has been funded by a wide range of local and national organisations including the Law Society, the Legal Services Commission (now LAA) and the Ministry of Justice. He has also provided advice and assistance to hundreds of law firms and other legal organisations. He delivers specialist consultancy and training on a wide range of topics including regulatory compliance, legal aid contracting, business management and strategy.

Dates

Separate half day courses are being run for Civil and for Crime providers.

Please book early as these courses are likely to sell out.

Warrington: Civil - 13 June 2017: 10.00 – 13.00

Crime - 13 June 2017: 14.00 – 17.00

London: Civil - 15 June 2017: 10.00 – 13.00

Crime - 15 June 2017: 14.00 – 17.00

Delegate Fee: £199 plus VAT for a half day course

Terms and Conditions

1. Confirmation of your booking will be sent by email through Eventbrite. If you have not received this acknowledgement prior to the date of the course please contact us. Payments may be made online (subject to 2% processing fee). Alternatively, a VAT invoice may be sent separately to you. Invoices are due for payment within 14 days of the date of the invoice. Course documentation will be distributed at the time of the course.
2. Once submitted this booking form constitutes a legally binding contract. Bookings may only be cancelled by written notice received by us not less than 10 working days before the date of the course. We cannot accept cancellations by telephone. The delegate fee will be credited to you less an administration charge of £25 + VAT per delegate booking that is cancelled. Refunds of delegate fees for late

cancellations (i.e. cancellations received by us less than 10 working days before the date of the course) will not be refunded. Failure to attend the course will constitute late cancellation and payment will still be due or forfeited if already paid.

3. You may notify us of a substitute delegate at any stage, without charge.
4. DG Legal reserves the right to vary or cancel a course where the occasion necessitates. We will refund any payment made in respect of a cancelled course but otherwise do not accept any liability for a course not taking place.
5. Data Protection: DG Legal may periodically contact you with details of programmes and services that may be of interest to you. Please write to us if you do not wish to be included in this activity.

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Registration

To reserve a place on any of the half day courses, please visit: <http://dglegal.eventbrite.co.uk/>

Delegate Fee: A discount may be available for retainer clients - please contact us for confirmation.

For enquiries, please contact : Event Administration, DG Legal, 39 The Rushes, Loughborough, Leicestershire, LE11 5BG, telephone: 01509 214999, or email: admin@dglegal.co.uk