



# In-house Division Engagement Programme 2016 – 2017





## *Foreword*

### **Welcome to the Law Society's In-house Division 2016/2017 Engagement Programme.**

Our main objective is to promote best practice and address current issues and challenges facing the in-house legal community.

Since the Division was established in 2015, the Committee has been working with the Law Society to ensure the products and services delivered are relevant to our diverse in-house membership.

We have an exciting year ahead as we continue to engage with the wider in-house community, and hear from you, our members, to assist us in shaping your Division.

If you have any thoughts, wish to seek our support or just want to connect, please get in touch at [inhouse@lawsociety.org.uk](mailto:inhouse@lawsociety.org.uk).

**Sapna Bedi FitzGerald**  
Chair, In-house Division Committee

## *Our vision*

**To bring in-house lawyers together to share best practice and address current issues and challenges in a supportive environment.**

The Division's engagement programme is created in close consultation with the In-house Division Committee and is aimed at members working in corporate and public sectors, not-for-profit and charities.

**The programme will:**

- Address leadership and strategy, risk management, regulatory developments and legal management through a series of events, member support activities and research.
- Support, promote and represent in-house lawyers by providing opportunities to share and develop best practice, to exchange ideas and experiences, to learn from peers, and by providing research information .
- Provide opportunities for in-house lawyers to influence the overall direction of the legal sector.
- Promote the in-house profession.
- Help the Law Society to understand and represent in-house lawyers better.



## Events

Over the next year the Law Society will host a range of events on issues that matter to in-house lawyers. Events will be held across England and Wales. Details of these events will be published on our website: [www.lawsociety.org.uk/in-house](http://www.lawsociety.org.uk/in-house)

### Managing training contracts - investing in your in-house team

**When:** Tuesday 31 January 2017, 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

With the number of in-house lawyers set to make up over a third of all solicitors by 2020, this seminar hears from organisations who are investing in in-house training contracts to resource their legal teams. Join our panel session seminar to find out how your organisation can benefit from offering training contracts, what supervising a trainee entails and the main hurdles you may face.

Speakers are Emily O'Neill, IP and litigation counsel, Spectris, Suzanne McGibbon, head of litigation, Treasury Solicitors' Department, Dan Gwyn, head of legal service (property), Travis Perkins plc and Susan Cooper, solicitor, ceo and founder, Accutrainee.

### Career progression – finding your path

**When:** Wednesday 22 February 2017, 17:30 - 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

This interactive seminar will provide advice for those considering a change in legal career direction. It will demonstrate that changing direction is possible and will equip you with practical tips to get started. The seminar is aimed at in-house lawyers looking for next steps, portfolio careers or those considering a career change into in-house.

Speakers are Robert Bourns, president, Law Society, Stephanie Boyce, director, Create Positive Possibilities Limited, Professor Sara Chandler QC (Hon), vice president, European Bars Federation, Sarah Davis, group commercial legal director, Guardian Media Group plc, Pieter de Waal, general counsel, Law Society and Rachael Williams, ombudsman, Financial Ombudsman Service.

### Discover the full potential of LinkedIn

**When:** Tuesday 22 March 2017, 17:30 – 19:45  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

With over 150 million members, including more than two million companies with company pages, LinkedIn is the largest professional network in the world. Whether you are a professional looking to grow your business and reach new customers or an individual looking to develop your career, LinkedIn has the potential to greatly enhance your visibility in the legal marketplace. Learn how this tool can power up your business profile, boost your commercial and career opportunities and attract new clients.

## The implications of Brexit for in-house lawyers

**When:** Tuesday 28 March 2017, 17:15 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

The seminar will consider the international impact of Brexit for in-house teams, as well as on the wider sector, including the effects on commercial contracts and financing documents, jurisdiction and enforcement of judgements and legal privilege. There will also be a focus on privacy and data protection, intellectual property and an update from the Law Society policy team on its Brexit activities.

Speakers include Robert Bourns, president, Law Society, Ian Anderson, chief legal officer, Hull City Council, Karen Baxter, partner, Lewis Silkin, Helena Raulus, interim head of Brussels office, Law Society, Stephen McCartney, director of information governance and data protection officer, Royal Mail Group, Stuart Padgham, partner, Irwin Mitchell, Colin Passmore, senior partner, Simmons & Simmons, Madeleine Richards, head of legal and business affairs, ITV, Kelly Stricklin-Coutinho, barrister, 39 Essex Chambers and Dan Webster, partner, Irwin Mitchell.

## In-house soft skills – Boost your gravitas and personal presence

**When:** Thursday 8 June 2017, 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20 + VAT

Margaret Thatcher and Barack Obama were both told that they lacked authority. Both did something about it. This session explores what gravitas is all about in a modern world. It is said that "where your knowledge, purpose and passion meet is your gravitas". This session will help you find this "sweet spot" and explore ways to improve your own personal presence and authority.

## In-house Division annual conference

**When:** Wednesday 21 June 2017  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £145

The In-house Division annual conference has been uniquely designed to ensure every panel session has representation across the public, corporate, not-for-profit and charity sectors. Join us to discuss common challenges and take away practical advice and support from peers and expert speakers.

This year our focus of the sessions is Brexit: in-house and out of Europe, Modern Slavery Act: making compliance manageable and meaningful, GDPR: on the road to 2018 and successful metrics.

Speakers include Nagina Akram, senior lawyer (information law), HM Revenue & Customs, Shantha David, lawyer, Unison, Ian Dunn, general counsel and data protection offer, KPMG, Donna Harris, director of legal services, Aviva, Maricela Robles, social and environmental responsibility counsel for EMEA, HP Inc and Joss Saunders, general counsel, Oxfam.



## Routes to the board: A seat at the table for in-house lawyers

**When:** 7 September 2017, Time 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

Thinking about volunteering as a trustee or wish to become a company secretary? Join us for an interactive panel discussion on how you can advance your in-house career. You'll get practical advice, guidance and routes to the board. Simon Osbourne, CEO, ICSA will join a panel of speakers including Katherine Sparkes, chief executive, Getting on Board.

## Mapping the moral compass of in-house lawyers

**When:** Wednesday 27 September 2017, 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

This session will draw on the mapping the moral compass of in-house lawyers research conducted by UCL's Centre for Ethics and Law, and encourage you to reflect on the relationships between business and professional roles; ethical infrastructure; and culture in in-house teams. The seminar will be facilitated by Richard Moorhead, professor of Law and Professional Ethics, UCL Centre of Ethics and Law and UCL Faculty of Laws and Paul Gilbert, chief executive, LBC Wise Counsel.

## In-house soft skills – Beyond the business card: Developing your personal brand

**When:** 7 September 2017, 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20 + VAT

This workshop designed specifically for the needs of the in house lawyer, will help you explore and craft your own personal brand. It includes presentations, discussions and practical tips to assist you in proactively managing your brand.

## GDPR: on the road to 2018

**When:** Thursday 26 October 2017, 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** Free

This interactive seminar will address key issues that in-house lawyers are facing in the implementation of process, policies and guidance prior to 25 May 2018. Speakers to be confirmed.

## In-house soft skills – top tips for enhancing performance

**When:** Thursday 14 December 2017, 17:30 – 20:30  
**Venues:** The Law Society, 113 Chancery Lane, London WC2A 1PL  
**Cost:** From £20 + VAT

This is part of a series of workshops designed specifically for the needs of in-house lawyers.

## Webinars

Register for our topical webinars throughout the year and join us on the day or view them on demand.

[www.lawsociety.org.uk/in-house](http://www.lawsociety.org.uk/in-house)

### General Data Protection Regulation (GDPR) and how it affects your organisation

**When:** On-demand

**Cost:** £45 + VAT

Stephen McCartney, director of information governance and data protection officer at the Royal Mail Group will focus on the changes to data protection law across Europe that will impact your organisation. He will offer guidance on preparations you can start making in the run up to Brexit and beyond, as well as detailing what the Royal Mail Group are doing already.

### Legal professional privilege for in-house lawyers 2017

**When:** On-demand

**Cost:** £45 + VAT

Colin Passmore, senior partner at Simmons & Simmons will speak on the updates to legal professional privilege, tying in with the publication of the Law Society's practice note. This session This webinar session will clarify the status of legal professional privilege (LPP), explore recent concerns about how the right has been asserted, summarise the duties of in-house lawyers and clarify the main principles of LPP

### Why some lawyers are poor negotiators and what they can do about it

**When:** On-demand

**Cost:** £45 + VAT

Leadership consultant Ciarán Fenton outlines key steps in developing your negotiating skills as an in-house lawyer. Rate your own negotiating skills, understand the theory of successful negotiations and have the tools to use with colleagues and internal clients.

### Regulatory framework – risk and regulatory burdens

**When:** October 2017

**Cost:** £45 + VAT

The latest updates for in-house lawyers. More details to follow.



## *Member Offer*

### Consultations

The Law Society develops policy on proposals to change the law and ensures the voice of the in-house legal community is heard with key decision-makers. The Society seeks input from a variety of sources, including in-house lawyers, government departments and non-governmental organisations to provide robust and evidence-based consultation responses. The Division, with the support of the committee, will be the voice of the in-house sector in this process.

### E-newsletter – In-house forum

The Law Society has a dedicated e-newsletter for lawyers working in-house. It includes updates on the In-house Division, news, features, events and activities relevant to our in-house members. Issues will be available and emailed to members in December 2016, February, April, June and September 2017.

### InsideOut Magazine

The In-house Division's e-magazine, InsideOut is available online four times a year. It features hot topics affecting in-house members working across the public, corporate and not-for-profit sectors. It provides practical information and guidance on issues such as leadership, ethics, technology, demonstrating value, risk and how to plan a successful in-house career. Issues published in January, April, July and October 2017.

### Member introductions

The Law Society has a wide range of member communities and can facilitate commercial introductions between members. Members interested in connecting with others are encouraged to get in contact via [inhouse@lawsociety.org.uk](mailto:inhouse@lawsociety.org.uk).

### Lexology and Westlaw UK updates

The Law Society, partnering with Lexology, distributes an innovative daily newsfeed, providing corporate members with essential, global market intelligence. The In-house Division newsstand is specifically tailored to reflect industry practice areas, along with other relevant work areas identified by our Research team. You can personalise your subscription to reflect your industry, sector and/or other interests, and define how often you receive it.

The Law Society, partnering with Westlaw UK, provides a fortnightly bulletin, available to download from the In-house Division website, with news and commentary on topical issues aimed at the public, not-for-profit and charity sectors.

### LinkedIn

Please join the Law Society In house Division group at [www.linkedin.com/groups/8500034](http://www.linkedin.com/groups/8500034) to find out more about news, events and other relevant activities. We encourage you to increase your in-house legal network and join.

### Website

The In-house Division website [www.lawsociety.org.uk/in-house](http://www.lawsociety.org.uk/in-house) is a one-stop portal of information for in-house lawyers. It contains practical guidance, news, research and event details, whatever type of law or sector your work in. We want it to remain relevant and useful, so get in touch at [inhouse@lawsociety.org.uk](mailto:inhouse@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 In-house Division committee to ensure it is relevant and timely.

Committee members are scheduled to meet up four times a year to discuss the key issues facing the in-house community. The committee advises how the Law Society can best support its members who work as in-house lawyers.

The Law Society thanks all the committee members, whose details are included below, for their time, commitment and contribution. For more information on the Law Society, please visit [www.lawsociety.org.uk](http://www.lawsociety.org.uk)

| Committee Member      | Organisation                          | Role   |
|-----------------------|---------------------------------------|--|
| Clare Belcher         | Travelex                              | Head of Legal, Global Business Development & EMEA Region |
| Paul Cummins          | Milton Keynes Council                 | Head of Legal Services                                   |
| Sapna Bedi FitzGerald | LSL Property Services plc             | General Counsel and Company Secretary (chair)            |
| Trevor Goodman        | Legg Mason                            | Head of Legal EMEA                                       |
| Dennis Hall           | Gateshead Council                     | Commercial Manager and Solicitor                         |
| Donna Harris          | Aviva plc                             | General Counsel, Real Estate                             |
| Matthew Heath         | Fidelity Worldwide Investment         | Head of UK Legal Services                                |
| Stephen O'Brien       | Government Legal Department           | Lawyer, Employment Group (vice chair)                    |
| Emily O'Neill         | Spectris                              | IP and Litigation Counsel                                |
| Dominic Pickersgill   | Institute of Engineering & Technology | General Counsel  |
| Joss Saunders         | General Counsel & Company Secretary   | Oxfam  |
| Kavita Savani         | Financial Ombudsman Service           | Legal Counsel  |
| Helen Shay            | University of York                    | In-house Solicitor                                       |
| Richard Somerville    | Electricity North West                | Head of Legal  |
| Natasha Taylor        | Essex County Council                  | Advocacy Team Manager                                    |



## *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 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 In House Division**

113 Chancery Lane London WC2A 1PL Dx 56 Lon/Chancery Ln  
t: 020 7242 1222 f: 020 7831 0344 [www.lawsociety.org.uk](http://www.lawsociety.org.uk)