



Martin Tolhurst
SOLICITORS

Fee Earner Training Programme 2018



Welcome to the brochure for our fee earner training programme for 2018. It is our most extensive and ambitious training programme to date. Good quality, regular training is at the very heart of what we are seeking to achieve to ensure technical expertise and fantastic client care.

Where there is an external speaker booked for your work type attendance by fee earners is mandatory. Please ensure that the dates are reserved in your diary, and that no other appointments or commitments are taken on for that date so you are able to attend the full session. As you will appreciate the firm has invested a considerable amount in drawing the training programme together and it is essential that all fee earners attend their relevant training.

In 2017 we were shortlisted for the Law Society excellence award in the training category for the first time, and we won the LFS conveyancing Training Firm of the year. The feedback from fee earners on training that we run continues to be excellent and I hope that this new programme continues that tradition.

Richard Carter, Managing Partner
Martin Tolhurst Solicitors

Date	Work Type	Speaker	Time	Venue
17/05/18	Commercial Conveyancing	Sarah Thompson-Copsey	9.30 – 13.00	Hilton Maidstone
17/05/18	Residential Conveyancing	Sarah Thompson-Copsey	14.00 – 17.00	Hilton Maidstone
21/05/18	Wills & Probate	Lesley King	9.30 – 17.00	Gravesend Office
11/06/18	Matrimonial	Elizabeth Spence & John Thurston	14.00 – 17.00	Gravesend Office
13/06/18	Residential Conveyancing	David Keighley	9.30 – 12.30	Hilton Maidstone
13/06/18	Residential Conveyancing	David Keighley	14.00 – 17.00	Hilton Maidstone
27/06/18	Wills, Probate & Litigation	Helena Pines Richman	14.00 – 17.00	Gravesend Office
06/09/18	Wills & Probate	Gill Steel	9.30 – 16.30	Gravesend Office
31/10/18	Commercial Property	Richard Snape	9.30 – 13.00	Bridgewood Manor
31/10/18	Residential Conveyancing	Richard Snape	14.00 – 17.00	Bridgewood Manor
05/12/18	Residential Conveyancing	David Keighley	9.30 – 12.00	Hilton Maidstone
05/12/18	Residential Conveyancing	David Keighley	14.00 – 17.00	Hilton Maidstone



Professor Lesley King is a member of the Law Society's Wills & Equity Committee and the Probate & Estates Committee of STEP and an honorary member of the Association of Contentious Trust and Probate Specialists. She is a Professional Development Consultant at the University of Law.

She is co-author of Wills, Taxation and Administration: A Practical Guide; A Modern Approach to Wills, Administration and Estate Planning (with Precedents); A Modern Approach to Lifetime Tax Planning for Private Clients (with Precedents); A Practitioner's Guide to Wills; The Will Draftsman's Handbook; Wills: A Practical Guide; and editor of The Probate Practitioner's Handbook.

She is a contributor to the Wills and Trusts volumes of Halsbury's Laws and the Encyclopaedia of Forms and Precedents and to The Law and Ethics of Dementia.

She is the wills and probate columnist for the Law Society Gazette.

17th May 2018

Commercial Department Fee Earners

Lecturer: Sarah Thompson Copsey
Topic: Commercial Property
Venue: The Hilton Hotel, Maidstone
Times: 9.30am till 1.00pm

17th May 2018

Residential Conveyancing Department Fee Earners

Lecturer: Sarah Thompson-Copsey
Topic: Leasehold Extensions
Venue: The Hilton Hotel, Maidstone
Times : 2.00pm -5.00pm

We welcome back leading property expert Sarah Thompson-Copsey who is a former property litigation partner in the firm Dentons, with a wealth of experience in all aspects of resolving (and avoiding) commercial property disputes. She currently speaks frequently on a wide range of topical property issues to members of the legal, surveying & property professions throughout the country. She also provides independent legal auditing services to law firms.

In addition, Sarah is co-author of two of the leading text books on the Landlord and Tenant Act 1987 & mixed use, site editor for The Property Law website and on the property consultation board for Practical Law.



21st May 2018

Wills, Probate and Trusts Department Fee Earners

Lecturer : Professor Lesley King
Topic: Wills & Probate
**Venue: The Boardroom, Gravesend
Office**
Times: 9.30am - 5.00pm





Elizabeth Spence and John Thurston are both barristers and members of Chambers at Stour Chambers, Canterbury.

Elizabeth is an experienced practitioner whose practice has an emphasis on Financial Remedy proceedings including matrimonial finance, disputes between cohabitants pursuant to TOLATA 1996 and financial relief under Schedule one of the Children Act 1989. She regularly advises and represents clients in matters involving assets of all value, including high individual worth and high net worth cases. She is frequently instructed on complex cases involving companies, inheritance, pre-nuptial and post-nuptial agreements. Her comprehensive skeleton arguments, written documents and oral submissions have been noted to have been of great assistance in the High Court in *N v B v Ors* [2013] EWHC 820 (Fam) Elizabeth has particular expertise in Children Act matters. She advises and appears in all courts including the High Court. This gives clients the benefit of having Elizabeth represent them throughout all proceedings relating to their relationship breakdown. She represents parents and children in difficult and complex proceedings involving fact findings relating to serious physical, emotional and sexual abuse, domestic violence, non accidental injury, severe head injuries in children and in cases where one parent killed another.

We are most grateful to Stour Chambers for their assistance in arranging this training session with Elizabeth on this specialised topic. Stour Chambers Senior Clerk is Marc Goddard and he can be contacted on 01227 764899



John specialises principally in both public and private child law. He also accepts instructions in matrimonial finance. He is often instructed to represent the particularly vulnerable or those facing serious allegations.

Formally a Crown Court advocate John has an aptitude for thorough forensic preparation and robust cross-examination.

Recent reported cases he has been involved in include: *KCC v D & Ors* (2) (Fact Finding) [2015] EWFC 93 and *KCC v D & Ors* (5) (Re-hearing) [2015] EWFC 96. A High Court case involving allegations of child sexual exploitation, child trafficking, Class 'A' drug supply, prostitution and rape. John has spoken at Chamber's seminars in his specialist areas.

We are most grateful to Stour Chambers for their assistance in arranging this training session with John on this specialised topic. Stour Chambers Senior Clerk is Marc Goddard and he can be contacted on 01227 764899.

11th June 2018

Matrimonial Department Fee Earners

Lecturer: Elizabeth Spence and John Thurston
Topic: Divorce and schedule 1 children act
Venue: The Boardroom, Gravesend Office
Start Time: 2 pm
Duration: 3 hours



Helene has for many years been recommended as a leading Junior in the Legal 500. Helene has a wide chancery practise encompassing all aspects of wills, administration of estates, Inheritance Act claims, trusts, inheritance tax, Court of Protection, charities, and divorce as well as related areas of property, financial services and commercial law. She is a well known trainer especially on matters of Wills – (advising and drafting, construction, rectification, challenges to validity of wills) Administration of Estates (grants, claims against estates, insolvent estates, disputes between and against executors and trustees, Inheritance Act claims), Court of Protection and professional negligence.



David Keighley was a partner in and Head of Residential property at a Legal 500 Practice.

Having done so part time whilst in practice, he now uses his extensive experience and understanding of practical conveyancing to cut through the academic niceties and make things relevant for the busy practitioner.

He regularly presents at property law conferences. He is a contributing author for the Law Society Conveyancing Handbook, was the co-author of an online training course for the Law Society's Conveyancing Quality Scheme (CQS), is the deputy editor of the newsletter issued monthly by PropertyLawUK.net, provides monthly audio seminars in conjunction with LIPS Legal and has written for publications including the Law Society's Property in Practice Magazine and the Solicitors Journal

We are most grateful to Stour Chambers for their assistance in arranging this training session with Helene on this specialised topic. Stour Chambers Senior Clerk is Marc Goddard and he can be contacted on 01227 764899

27th June 2018
Wills/Probate and Litigation
Department Fee Earners

Lecturer: Helene Pines Richman
Topic: Update on Contentious Probate
Venue: The Boardroom, Gravesend Office
Start Time: 2pm
Duration: 3 hours

13th June 2018
Residential Conveyancing
Department Fee Earners

Lecturer : David Keighley
Topic : Shared Ownership Leases
Venue : Hilton Hotel Maidstone
Start Time : 9.30am
Duration : 3 hours

13th June 2018
Residential Conveyancing
Department Fee Earners

Lecturer : David Keighley
Topic : Residential Leases
Venue : Hilton Hotel Maidstone
Start Time : 2pm
Duration : 3 hours





Gill Steel is a solicitor who has operated in the field of legal training and consulting for over 20 years and has more than 30 years specialist experience in Wills, Probate, Trusts Tax and Elderly Client issues. Gill has an MBA in Legal Practice Management An extremely knowledgeable and inspirational conference speaker.

Gill is known by thousands of private client practitioners and has spoken at over 900 events with regular engagements throughout the country. With her compelling explanation of the subject matter using up-to-date and relevant examples, Gill has a gift for making Wills, Probate, Trusts, Tax and Elderly Client topics practical, engaging, informative and clear and provides a consultancy service to legal service.

She is the Author of the Trust Practitioner's Handbook (currently on its 3rd edition) published by The Law Society and Consultant Editor on Tolleys IHT Trusts & Estates Guidance. Gill is a solicitor, a member of the Society of Trust and Estate Practitioners (STEP) UK Practice Committee and the Association of Taxation Technicians.

6th September 2018 Wills and Probate Fee Earners

Lecturer : Gill Steel
Topic : Will and Probate Update
**Venue : The Boardroom,
Gravesend Office**
Start Time : 9.30am
Duration : 6 hours



Richard Snape returns for a sixth successive year to us. He is the former head of Property Law at The University of The West of England. He is a visiting lecturer in the Law Faculty of Bristol University. Richard has written extensively on property law related matters in The Conveyancer and The National Law Journal (NLJ) and has been a regular contributor on continuing professional development (CPD) courses since 1991.

31st October 2018 Commercial Department Fee Earners

Lecturer : Richard Snape
Topic : Commercial Conveyancing Update 2018
Venue : Bridgewood Manor
Start Time : 9.30am
Duration : 3 hours





Richard's areas of specialism include Landlord and Tenant law, in particular the 1954 Act, assignment and sub-letting, real property and commercial property. He is the head of Davitt Jones Bould Lecture Programme. He has lectured on behalf of various local Law Societies throughout the country as well as the Land Registry. He has had a number of articles and documents published in journals including the Conveyancer and the New Law Journal



David Keighley regularly presents at property law conferences. He is contributing author for the Law Society Conveyancing Handbook, was the co-author of an online training course for the Law Society's Conveyancing Quality Scheme (CQS), is the deputy editor of the newsletter issued monthly by PropertyLawUK.net, provides monthly audio seminars in conjunction with LIPS Legal and has written for publications including the Law Society's Property in Practice Magazine and the Solicitors Journal.

31st October 2018
Residential Conveyancing
Department Fee Earners

Lecturer : Richard Snape
Topic : Residential Conveyancing Update 2018
Venue : Bridgewood Manor
Start Time : 2pm
Duration : 3 hours



5th December 2018
Residential Conveyancing
Department Fee Earners

Lecturer : David Keighley
Topic: Residential Property Problems
Venue : Hilton Hotel Maidstone
Start Time : 9.30 am
Duration : 3 hours

5th December 2018
Residential Conveyancing
Department Fee Earners

Lecturer : David Keighley
Topic : Residential Property Update
Venue : Hilton Hotel Maidstone
Start Time : 2pm
Duration : 3 hours

Lunchtime Learning

Lunchtime learning sessions will be held internally, usually with a webinar or DVD provided by MBL and for fee earners of differing work types. Residential conveyancing lunchtime learning sessions will be held at Ashford, Longfield and Medway offices. The commercial conveyancing and Wills/Probate sessions will be held at Gravesend. Although subject to change (particularly where any urgent update or new cases emerge) the internal lunch time learning programme is scheduled as follows: -

March 2018	Residential conveyancing	Purchase contract deposit, recent cases, rules and duties to advise.
April 2018	Residential conveyancing	Boundary rules and cases.
May 2018	Commercial conveyancing	1954 Act renewal terms – what, when and how.
May 2018	Wills/Probate	Capacity issues in Will writing.
May 2018	Residential conveyancing	Lease extensions – problem solving guide.
June 2018	Commercial conveyancing	Enforcing covenants in retail leases.
July 2018	Residential conveyancing	SDLT issues – first time buyers and Wales.
Sept 2018	Residential conveyancing	Joint ownership/moving in together.
Sept 2018	Wills/Probate	The new IHT Nil Rate Band and downsizing.
Oct 2018	Commercial conveyancing	Recent commercial cases.
Nov 2018	Wills/Probate	Update on recent cases.
Nov 2018	Residential conveyancing	Solar panels – lease/licence issues.

Internal training sessions – partners

In addition to the external training sessions held with external speakers there will be the usual internal training sessions carried out for residential conveyancing fee earners. These are scheduled as follows: -

May	Residential conveyancing – Richard Carter – 2:00 pm	Bridgewood Manor Hotel
June	Residential conveyancing – Richard Carter – 2.00pm	Bridgewood Manor Hotel
September	Residential conveyancing – Richard Carter – 2:00 pm	Bridgewood Manor Hotel
December	Residential conveyancing – Richard Carter – 2:00 pm	Bridgewood Manor Hotel

Training Tracker

In addition to the above-mentioned internal training sessions, training sessions with external speakers and lunchtime learning sessions there will be regular training tracker sessions throughout the year including three modules for all staff to take on general data protection rules in May 2018, as well as further training tracker sessions on confidentiality, client care, dealing with telephone enquiries and marketing/reviews.

Law Net

As members of Law Net we are entitled to send 2 Fee earners or Senior Managers on each law Net training session. There are usually 8 sessions in the Spring/Summer programme and a further 8 in the Autumn/Winter sessions on different work types or business topics. You will receive notification of the course you are required to attend. 4 Partners will attend the Law Net Conference in November.

Specialist Training

Specific roles within the Firm (such as data protection officers, complaint handling, accounts supervisors and MLRO) are required under the Training Plan to attend external specialist courses and updates on their role.