



Martin Tolhurst
SOLICITORS

Fee Earner Training Programme 2019





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Welcome to this years brochure for our fee earner training programme 2019. 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. Please also note in this years brochure we have added all fee earner review dates, Partners meetings and lunch time learning dates.

In 2018 we won the LFS Conveyancing Firm of the Year for London and the South East as well as Bronze for overall Conveyancing firm of the year and were awarded Training Firm of the Year 2018. 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

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Key Training Dates Summary

Date	Work Type	Speaker	Time	Venue
Wednesday 20 th March	Conveyancing	David Keighley	9.30 – 17.00	Bridgewood Manor
Wednesday 24 th April	Residential Conveyancing, Compliance update.	Richard Carter	9.30 – 17.00	Bridgewood Manor
Thursday 9 th May	AML Training	Tania Tribius	14.00 – 17.00	Bridgewood Manor
Wednesday 22 nd May	Supervision Training (Partners Only)	Victoria Simpson	9.30 – 13.00	Gravesend Board room
Wednesday 19 th June	Conveyancing – Avoiding claims & complaints	Richard Carter	14.00-17.00	Bridgewood Manor
Thursday 27 th June	Dealing with challenging Executors & Beneficiaries. SDLT in Trusts & Estate LPAs for business owners .	Gill Steel	9.30 – 17.00	Gravesend Board room
Wednesday 18 th September	Wills, POA, Trusts Residential Conveyancing & POA	Caroline Bielanska	9.30 – 17.00	Bridgewood Manor
Thursday 19 th September	Residential Conveyancing Update	Richard Carter	14.00 – 17.00	Bridgewood Manor
Monday 14 th October	Commercial Property & Residential Property Update	Richard Snape	9.30 – 17.00	Bridgewood Manor
Tuesday 22 nd October	Commercial Lease & Residential Lease Update	Sarah Thompson – Copsey	9.30 – 17.00	Bridgewood Manor
Wednesday 20 th November	Commercial Property & Residential Property Update	David Keighley	9.30 – 17.00	Bridgewood Manor

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 new Solicitors Accounts Rules and new Code of Conduct due out in November 2019, as well as further training tracker sessions on confidentiality, client care, dealing with telephone enquiries and marketing/reviews.

Law Net

As members of LawNet we are entitled to send 2 Fee earners or Senior Managers on each LawNet 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 LawNet 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.

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: -

Date	Office	Department	Topic
Tuesday 16 th April	Ashford	Residential Conveyancing	Gifts of Assets – Essentials for Conveyancers
Monday 22 nd April	Gravesend	Commercial Conveyancing	1954 Landlord & Tenant Act Renewal Terms – What, When & How?
Tuesday 23 rd April	Longfield	Residential Conveyancing	Gifts of Assets – Essentials for Conveyancers
Monday 29 th April	Medway	Residential Conveyancing	Gifts of Assets – Essentials for Conveyancers
Tuesday 7 th May	Sittingbourne	Residential Conveyancing	Gifts of Assets – Essentials for Conveyancers
Tuesday 14 th May	Gravesend	Wills & Probate	Modern Families – A Guide to Tax, Trusts & Wills
Thursday 16 th May	Medway	Family Law	Family Procedure Rules – Key Provisions & Update 2018
Thursday 23 rd May	Ashford	Residential Conveyancing	Conveyancing Update – Leasehold Rents, SDLT & Recent Cases
Wednesday 29 th May	Longfield	Residential Conveyancing	Conveyancing Update – Leasehold Rents, SDLT & Recent Cases
Tuesday 4 th June	Medway	Residential Conveyancing	Conveyancing Update – Leasehold Rents, SDLT & Recent Cases
Thursday 6 th June	Sittingbourne	Residential Conveyancing	Conveyancing Update – Leasehold Rents, SDLT & Recent Cases
Tuesday 25 th June	Ashford	Residential Conveyancing	Mortgages & the Land Registry – An update
Tuesday 2 nd July	Longfield	Residential Conveyancing	Mortgages & the Land Registry – An update
Monday 8 th July	Medway	Residential Conveyancing	Mortgages & the Land Registry – An update
Thursday 11 th July	Sittingbourne	Residential Conveyancing	Mortgages & the Land Registry – An update
Tuesday 16 th July	Gravesend	Wills & Probate	Digital Assets & Estate Planning
Monday 22 nd July	Medway	Family Law	Inherited Wealth on Divorce – A guide for Family Lawyers
Monday 2 nd September	Gravesend	Commercial Conveyancing	1954 Landlord & Tenant Act Renewal Terms - Tips & Tactics Reviewed
Thursday 5 th September	Ashford	Residential Conveyancing	Purchase Contract Deposit – Recent Cases , Rules & duty to advise
Monday 9 th September	Longfield	Residential Conveyancing	Purchase Contract Deposit – Recent Cases , Rules & duty to advise
Tuesday 10 th September	Gravesend	Wills & Probate	Joint Ownership & Estate Administration
Monday 16 th September	Medway	Residential Conveyancing	Purchase Contract Deposit – Recent Cases , Rules & duty to advise
Friday 20 th September	Medway	Family Law	Children Proceedings & Grandparents – The Essential Guide
Monday 23 rd September	Sittingbourne	Residential Conveyancing	Purchase Contract Deposit – Recent Cases , Rules & duty to advise
Monday 7 th October	Gravesend	Commercial Conveyancing	Enforcing Covenants in Retail Leases – Recent Case Law & Practical Tips
Wednesday 30 th October	Ashford	Residential Conveyancing	Conveyancing Enquires
Monday 4 th November	Gravesend	Commercial Conveyancing	Lease Extensions – Exploring the Problem Areas
Tuesday 5 th November	Longfield	Residential Conveyancing	Conveyancing Enquires
Tuesday 12 th November	Medway	Residential Conveyancing	Conveyancing Enquires
Monday 18 th November	Sittingbourne	Residential Conveyancing	Conveyancing Enquires
Tuesday 26 th November	Gravesend	Wills & Probate	Advance Decisions and Living Wills

Wednesday 24th April
Residential Conveyancing

Lecturer : Richard Carter
Topic : Leasehold and other changes
Venue : Bridgewood Manor
Start Time : 09.30
End Time : 17.00



Richard is Managing Partner of the firm who specialises in Residential Property Law. He has dealt with residential property transactions for over 30 years.

In November 2017 Richard was appointed to the Law Society Anti- Money Laundering Taskforce to assist them based on his vast experience in conveyancing and money laundering procedures.

As a residential conveyancing solicitor he has a great wealth of experience with a wide range of residential property transactions, including expertise in Staircasing and Shared Ownership, Re-mortgages, Listed Buildings and mixed Commercial and Residential Units.

Recently Richard has been dealing with more unusual cases including a grade II listed property with listed swimming pool, and the sale of a property which had been in one family's ownership since 1929 and for which there were no deeds available.

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

Wednesday 19th June
Residential Conveyancing

Lecturer : Richard Carter
Topic : Conveyancing, avoiding claims & complaints
Venue : Bridgewood Manor
Start Time : 14.00
End Time : 17.00

Thursday 19th September
Residential Conveyancing Compliance Update

Lecturer : Richard Carter
Topic : Commercial & Residential property update
Venue : Bridgewood Manor
Start Time : 14.00
End Time : 17.00

Wednesday 20th March
Residential Conveyancing
Dept: Fee Earners

Lecturer : David Keighley
Topic : Residential Conveyancing
Venue : Bridgewood Manor
Start Time : 09.30
End Time : 17.00

Wednesday 20th November
Residential Conveyancing
Dept: Fee Earners

Lecturer : David Keighley
Topic : Commercial & Residential Property Update
Venue : Bridgewood Manor
Start Time : 09.30
End Time : 17.00





Tania trained and practised as a Solicitor in the City of London (a Law graduate and prize winner at King's College, London University and the London College of Law).

Aged 29 she became a Partner heading up the Commercial Litigation department of a London (Holborn) Law Firm.

Tania practised as a Solicitor in London for almost 15 years prior to founding Tower Legal. She therefore has a broad range of very practical Anti-Money Laundering, Legal Compliance and Managerial experience in private practice Law Firms.

Tower Legal's Clients value Tania's highly practical, passionate and commercially-minded approach to serious and complex legal matters. Clients benefit from Tania's knowledge, experience and practical skills gained from running a successful legal business for many years, from extensive private practice experience as a London Partner, and from her many years of specialist Compliance expertise.

A highly respected legal Trainer and Presenter, Tania regularly delivers public Training courses to the legal profession on behalf of the Law Society of England and Wales and local Law Societies. She also creates and presents full day conferences on Anti-Money Laundering for LawNet and presents at other national legal conferences.

The main focus for Tania day-to-day, however, is delivering In-House Training and Consultancy to Law Firms across the UK – to consistently excellent feedback. Tania is a Freeman of the City of London, a Fellow of the Royal Society of Arts and a Governor of Alleyn's School, Dulwich.

Thursday 9th May

Dept: Fee Earners

Lecturer : Tania Tribius

Topic : AML Training

Venue : Bridgewood Manor

Start Time : 14.00

End Time : 17.00



Victoria Simpson is a compliance consultant with the aim is to help firms achieve their objectives by reducing risk. She has worked for magic circle, high street and multi branch firms. Within her role she is fortunate to see all types of firms and all types of scenarios. Victoria says 'The main thing I have come across is those firms who want to do the right thing and those who continue to bury their head in the sand and work reactively.'

The challenge for me is to assist those firms who are proactive and forward thinking in reaching their objectives, training and developing their staff, reviewing and continually improving their systems and processes. It is the culture of these firms who want to make a difference by providing exceptional client care that give me the zest for what I love doing.

I thrive on ensuring that firms deliver that service and win repeat business due to the clients knowing they are receiving quality and value from the lawyers they instruct. '

Wednesday 22nd May

Dept: Partners Only

Lecturer : Victoria Simpson

Topic : Supervising Training

Venue : Gravesend Boardroom

Start Time : 09.30

End Time : 13.00

Caroline is a practising solicitor with 30 years experience of advising older and vulnerable adults, and recognised as a leading expert on the Mental Capacity Act 2005 and health and social care law.

She is a full member of The Society of Trust and Estate Practitioners and a member of their Mental Capacity Special Interest Group.



Caroline won both the Trusted Advisor of the Year and the Vulnerable Client Advisory Practice of the Year at the STEP Private Client Awards 2017/18 and is a finalist in the 2018/19 Vulnerable Client Advisory Practice Category.

Caroline is the former Chief Executive and former Chair of Solicitors for the Elderly (SFE), an organisation she helped to found in 1999. Caroline remains a full accredited member of SFE.

Caroline is well known nationally as being an engaging and highly regarded public speaker.



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.

Thursday 27th June

Wills/Probate and Trusts Update Department: Fee Earners

Speaker: Gill Steel

Lecturer: Topic: Dealing with challenging Executors and Beneficiaries.

SDLT in Trusts and Estate. LPAs for business owners

Venue: Gravesend Boardroom

Start Time: 09.30

Finish: 17.00

Wednesday 18th September

Department: Fee Earners

Lecturer : Caroline Bielanska

Topic : AM - Wills & Probate

PM – Residential Conveyancing

Venue : Gravesend Boardroom

Start Time : 09.30

End Time : 17.00





Richard Snape returns for a seventh 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.

Richard enjoys a national reputation for lecturing on a range of property law topics. He leads DJB's CPD programme and delivers bespoke in-house lectures for our clients. Richard has trained the legal and estates staff of clients, including institutions, corporates and developers, and is praised for his ability to explain complex property concepts in a straightforward and entertaining way that is tailored to the needs of his audience.

Monday 14th October **Conveyancing** **Department: Fee Earners**

Lecturer : Richard Snape
Topic : AM – Commercial Property
PM – Residential Property
Venue : Bridgewood Manor
Start Time : 9.30am
Finish: 17.00



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.

Tuesday 22nd October **Conveyancing** **Department: Fee Earners**

Lecturer: Sarah Thompson Copsey
Topic: AM – Commercial Property
PM – Residential Property
Venue: Bridgewood Manor
Start: 09.30
Finish: 17.00



Fee Earner Reviews 2019

Tuesday 5th March - **Ashford Office**

Thursday 14th March - **Longfield Office**

Tuesday 26th March - **Medway Office**

Thursday 25th April - **Gravesend Office**

Tuesday 30th April - **Sittingbourne Office**

Thursday 12th September - **Ashford Office**

Tuesday 24th September **Longfield Office**

Thursday 3rd October - **Medway Office**

Thursday 10th October - **Gravesend Office**

Friday 8th November - **Sittingbourne Office**

Partners Meetings 2019

Thursday 18th April

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Wednesday 11th September

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Wednesday 22nd May

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Wednesday 9th October

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Wednesday 26th June

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Thursday 7th November

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Wednesday 31st July

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Wednesday 4th December

Venue: Gravesend Boardroom
Start: 14.00 Finish: 17.00

Notes

Lined area for notes.





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