

**BIRMINGHAM SOLE PRACTITIONERS GROUP MEETING  
THURSDAY 23 MAY 2013 6 15PM  
AT  
SAFFRON SOLICITORS  
214C HAGLEY ROAD  
EDGBASTON  
BIRMINGHAM  
B16 9PH**

***Sole Practitioners - Negotiating the Regulatory Maze***

*Matthew Moore & Jayne Willetts explain what the SRA would expect to find in place in your practice and show how sole practitioners should set about addressing the all-important COLP and COFA roles. This highly practical session will also suggest how sole practitioners should address other relevant parts of the SRA Handbook, such as the need for compliance plans and risk reviews.*

*Speakers:*

***Matthew Moore LL.B, MCIPD, CDipAF, Solicitor***

*Matt is a director of Colpline Ltd, specialist advisers on compliance and practice management issues and suppliers of the “Colpline” helpline service. He is also a consultant solicitor with regulatory specialists Jayne Willetts & Co in Birmingham. He was the authorised trainer for the Law Society in its Lexcel scheme from 1999-2007 and wrote four editions of the Law Society’s “Lexcel Office Procedures Manual” over that time. Earlier this year he published – along with legal aid specialist Vicky Ling – a revised compliance template and guide “The Solicitors Office Procedures Manual” (see [www.solicitors-opm.co.uk](http://www.solicitors-opm.co.uk)). He has also written extensively on the topics of money laundering and mortgage fraud.*

***Jayne Willetts, Solicitor Advocate***

*Jayne is a Solicitor Advocate with her own specialist professional regulation practice Jayne Willetts & Co. She regularly appears as an advocate before the Solicitors Disciplinary Tribunal. Described in Chambers & Partners Directory as “a formidable defence advocate” much of her work involves advising law firms and other professionals and regulators on all aspects of professional regulation. A former President of Birmingham Law Society and regular columnist in the Society’s Bulletin Jayne is also Legal Adviser to the Conduct Committee of the Chartered Institute of Architectural Technologists.*