In-house Division seminar: Managing training contracts - investing in your in-house team
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Emily O'Neill (chair)
IP and litigation counsel, Spectris

Susan Cooper
Solicitor, chief executive officer and founder, Accutrainee

Dan Gwynn
Head of legal services (property), Travis Perkins

Susanna McGibbon
Director of litigation, Government Legal Department

Representing, promoting and supporting solicitors
Susan Cooper
Chief executive officer and founder, Accutrainee

Managing Training Contracts

• Introduction
  – Accutrainee
    • Responding to the changing legal landscape
    • Capturing talent

What’s changing?

• The role of In-house lawyers
  – Team structure
  – Budgets
  – Adding value
  – Scope of works
What’s changing?

• New Challenges
  – Team leverage
  – Training and development
  – Succession planning

• New Opportunities
  – Eager talent is out there
  – Commercial awareness

What’s in it for you?

• Improved Team Structure
  – Bringing in new skills but also not losing valuable talent
  – Better employee engagement with work conducted at the right level
  – Well rounded team players who understand your business

The process

SRA Authorisation → Selection Process → Training Plan

Practice skills, standards and Principles → Supervision and training → Registration

Qualification → Other practicalities
**Case study**

- Existing paralegal within in-house team
- Top quality training contract
- Training plan, time to count and contentious work
- Registration
- Continual assessment of competencies achieved
- Monthly mentor meetings/appraisals
- Satisfaction of regulatory requirements
- Qualification/Job offer

**Looking forward**

**SRA Training for Tomorrow programme**
- Significant changes to qualification route
- Solicitors qualifying examinations (SQE) stage 1 and 2
- Scrapping GDL, LPC and PSC
- Starting in September 2019 with 2024 longstop date
- Starting QLD, GDL, LPC or PRT before September 2019 means you can choose the old qualification route

**Looking forward**

**Possible pathway – 5 year timescale**

- To qualify a candidate must have:
  - A degree or equivalent
  - Passed SQE 1 and 2
  - Completed a minimum period of workplace experience
  - Satisfied character and suitability requirements
Thank you for listening

How it feels to take on a trainee!

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Travis Perkins

BUILDING BETTER, TOGETHER.
Training with Travis Perkins

The Travis Perkins Group

Our Mission

“Continue to deliver better returns by putting in place and growing the best businesses, with outstanding people providing comprehensive building material solutions to everyone. Creating, maintaining, repairing and improving the built environment, helping to build Britain.”

https://www.youtube.com/watch?v=VvJ4QLDkOus

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Our Group Organisation Structure

Travis Perkins Group

Divisions

- Consumer
- General Merchandising
- Travis Perkins
- CCF
- Kevline

Central/Other Functions

- HR
- Finance
- Marketing
- Information Technology
- Property
- Supply Chain
- Direct Sourcing

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General Counsel Office

Lauren Hancock
Assistant

Deborah Grimason
General Counsel & Company Secretary

Helen Beeby
Executive Assistant

Helen O’Keefe
Deputy Company Secretary

Dan Gwynn
Head of Legal Services

Lucie Green
Head of Commercial Legal Services

Lindsey Popplewell
Head of Operational Legal Services

Richard Hawker
Assistant Co Sec

Sue Wells
Co Sec Assistant

Lindi Pratt
Co Sec Assistant

Danielle Hillery
Assistant

Ellie Dempster
Commercial Secondee

Jess Frankish*
Legal Counsel

Claire Nobes**
Legal Counsel

Laura Swallow
Legal Counsel

Nikita Pall
Property Secondee

Dawn Butcher
Assistant

Helen Martin
Assistant

Training Contract

Will Lang
Legal Counsel

Ros Fowler
Paralegal

Valerie Taylor
Data Governance

Leigh Palmer
Legal Counsel

Corporate Recoveries and Insurance

Farha Sikotra
Litigation Executive

Stuart McMahon
Litigation Executive

Mark Page
Litigation Executive

Craig Ollerenshaw
Insolvency Litigation Executive

Sandra Collins
Collections Executive

Becky Kelly**
Insurance Manager

Simon Barker
Insurance Coordinator

Wendy Davies
Insurance Coordinator

Jalal Uddin
Legal Counsel (Locum)

Travis Perkins Training Contract - What we can offer (work types)

- Commercial Contracts
- Data Protection
- Dispute Management
- Advertising & Marketing
- Competition Law
- Insurance
- Corporate Recoveries
- Co Sec
- Landlord and Tenant
- Freehold Acquisitions and Disposals
- Project Work
- Panel Firm Secondment
- Commercial Experience
- Operational Experience

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Benefits of Training Travis Perkins Lawyers In house

- Knowing the Business Culture Strategy and Risk Profile
- Gaining Operational Experience to Give Commercial Advice
- High Volume of Low Risk Work (ready made trainee caseload)
- Recruitment Pipeline, Succession Planning and Organic Growth
- Cost Saving to Business

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Considerations

- Supervision Time, Shape of Team
- Management / Leadership Experience for Team Members
- Well trained NQ’s Are in Demand
- Managing Inhouse Career Expectations
- Previous Experience For Commercial Setting
- Create the Right Pipeline (number of trainees)

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Conclusion

A cost effective way to grow your team while adding value to the business and developing high quality commercially astute and technically excellent legal counsels that will be future leaders of GCO ensuring its continued success.

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WHAT IS THE GOVERNMENT LEGAL SERVICE?

GLS is a centralised, shared legal service with the Government Legal Department (GLD) at its heart.

Around 2000 lawyers in the GLS with currently around 1400 in GLD. The majority deliver advisory and litigation services to the main Whitehall departments eg Home Office, MOD, Transport, Education, BEIS, HMRC etc but also to a range of other Government organisations eg Ofgem, HSE.

Litigation lawyers are clustered near the Law Courts in the Strand but advisory lawyers are co-located with their clients.

WHERE WE FIT INTO WHITEHALL

Jonathan Jones, the Treasury Solicitor, is Head of Profession for the GLS.

Jonathan is also Head of the Government Legal Department - the largest legal team in the GLS.

The Treasury Solicitor is accountable through the Attorney General to Parliament.
WHAT DO WE DO?
Work for one client: the Government of the day.
We advise Ministers and colleagues on their legal powers and responsibilities including limitations (legal risk)
Turn policy into law; from conception to birth
We help develop primary legislation (i.e. Bills, which become Acts of Parliament)
We draft secondary legislation (i.e. Statutory Instruments)
Advise policy clients and operational staff post-implementation
We implement EU law (and may be involved in negotiation) and help draft international treaties
Publications – letters, leaflets, guidance

WHAT MAKES THE GLS AN EMPLOYER OF CHOICE?
• Early involvement in high quality, high profile legal work at the cutting edge of law and government.
• Lawyers and trainees take responsibility for their work, clients and the public service they provide.
• No requirement to specialise – GLS lawyers encouraged to work in different departments on different areas of law throughout career.
• Collaborative approach to working - knowledge shared between lawyers and legal teams.
• High quality training throughout.
WHO DOES IT APPEAL TO?

- Anybody interested in current developments in law
- Anybody interested in the interaction of politics and law
- Anybody with a motivation for public service
- Anybody who wants early responsibility

TRAINEE PLACES IN THE GLS

GLS offers around 40 (or more) training places (training contracts and pupillages) every year.

We usually recruit 2 years ahead. E.g. in the 2017 recruitment campaign we’ll be offering places to people wishing to start their training in September 2019, possibly with a few places for 2017 and 2018 starters.

We aim to retain all our trainees (subject to satisfactory performance).

TRAINING WITH THE GLS

- Pupil barristers and trainee solicitors will join one of the recruiting departments (e.g. GLD, HMRC).
- Pupillages and training contracts operate in accordance with the rules of the professional bodies – although the structure may vary between departments (e.g. in the GLD the training period is 24 months irrespective of the branch of profession).
- Upon successful completion of pupillage / training contract, trainees will remain within the department they trained.
THE COMPETENCIES/SKILLS ASSESSED

- Making effective decisions: Intellectual and analytical ability/innovative thinking/judgement
- Written Communication: Clarity/structure
- Oral Communication: Oral style/effectiveness
- Collaborating & partnering: Team working
- Delivering at pace: Drive and determination
- Building capability: Potential for self-development
- Motivation: for the law and the public sector

LEGAL TRAINEE SCHEME APPLICATION PROCESS

- ONLINE APPLICATION FORM: Verifies Eligibility
- ONLINE SITUATIONAL JUDGEMENT TEST: Assess candidates’ judgement required for solving problems in work-related situations
- ONLINE VERBAL REASONING TEST: Assess candidates’ analytical skills
- ONLINE CRITICAL REASONING TEST: Assess candidates’ analytical ability and constructive and innovative thinking

LEGAL TRAINEE SCHEME ASSESSMENT CENTRE

The highest scoring candidates at the application stage are invited to attend an Assessment Centre (AC). Candidates are assessed against the core competencies through two exercises:

- Written Exercise: Candidates required to provide written advice on a scenario.
- Interview: Competency based interview with two senior GLS lawyers and an independent Chairperson.
ELIGIBILITY CRITERIA

Nationality
Under Civil Service nationality rules, applicants must be UK, EEA or Commonwealth citizens.

Immigration
Successful candidates must be legally entitled to reside and work in the UK.

Academic
• All applicants must have, or be predicted to obtain, a minimum 2:2 degree (or equivalent) which does not have to be in law.
• Candidates studying law cannot apply any earlier than the penultimate year of their degree.
• Candidates studying a non-law degree cannot apply any earlier than their final year.

SALARIES
Salaries can differ by department but are in line with other Civil Service training schemes. GLD and HMRC salaries are:
- 1st year (Trainee): £28,000
- 2nd year (Trainee): £32,000
- 3rd year (Legal Officer): £42,000
LPC / BPTC course fees paid in full where course not yet started and substantial bursary available for vocational year
• Generous annual leave entitlement (25-30 days per year)
• Flexible working patterns and homeworking opportunities

BENEFITS TO GLS
• Attract and recruit trainees and future qualified lawyers who have the essential competencies/skills required for the role.
• Provides us with a highly skilled and flexible resource.
• Talent retention - over the last 5 years 100% of qualifying trainees made an offer of a permanent qualified lawyer position (and the majority of ex-trainees have gone on to have long & successful GLS careers).
• Builds talent pipeline – many qualified lawyer recruits heard about the GLS initially through the trainee scheme.
TRAINING CONTRACT OVERVIEW

- Trainee solicitors undertake four 6 month seats (seat allocation takes into account the business need but trainees welcome to express any preferences).
- Experience provided in both contentious work (litigation) and non-contentious work (advisory).
- Undertake real work for real clients and provide advice and handle cases with appropriate supervision.
- Litigation and advisory seats will be drawn from a very wide subject and client base.
- Opportunities to practise/observe certain professional skills including client care and practice support; drafting; negotiation; dispute resolution; legal research; interviewing and advising; advocacy and oral presentation; and case and transaction management.

SUPERVISION AND PERFORMANCE REVIEW

- GLS Legal Trainees fully supported throughout their training contracts/pupillages. Directly supervised throughout each six month seat by a senior lawyer in each team.
- Supervisor responsible for ensuring the trainee has an appropriate workload, development objectives, is performing & developing well, and receives regular constructive feedback.
- At least two formal appraisals with the supervisor to discuss performance – outcomes from these recorded in Training Record.

OVERALL MANAGEMENT OF SCHEME

- Significant commitment alongside practice
- Director level champion overseeing scheme
- Training Principal(s) responsible for day to day running
- Supported by committee of Senior Civil Service colleagues
  - Keep track of professional body requirements
  - Prepare policy papers
  - Sponsor individual trainees from offer to completion of contract (pastoral role)
  - Consider issues that arise from trainees/supervisors
ANY QUESTIONS?