



# COLP COFA checklist

Pre-1 January 2013

Action	Yes	No	Comments
Nomination in?			
Received approval from SRA?			
Access to all necessary information?			
Considered need for indemnities from partnership/ revisions needed to partnership deed?/separate agreement needed with authority to act/report etc?			
Considered additional COLP/COFA insurance need?			
Job description needed?			
Deputy needed/delegation? If so, are reporting lines clearly set up?			
<b>Ensuring compliance</b>			
Read and understood the SRA Handbook?			
Revised office manual?			
Identified risks to business? <ul style="list-style-type: none"> <li>• Brainstorming sessions?</li> <li>• Prepared risk register?</li> <li>• Gap analysis prepared?</li> <li>• Prepared compliance plan?</li> </ul>			
Staff training on OFR, COLP/COFA roles and whistleblowing?			
Set up regular meetings with key personnel? E.g. complaints Partner/COLP and COFA/Risk committee			

<b>Monitoring</b>			
Controls put in place?			
Testing procedures considered and put into effect?			
Records for evidencing monitoring set up? E.g. Monthly compliance monitoring form			
Red flags identified?			
<b>Reporting</b>			
Whistleblowing policy?			
Clear reporting lines?			
Internal Breach Report Form needed for staff to report?			
Breach review/Record of Breaches form set up?			
Annual information report and changes to key personnel – diarised and person responsible for completion identified			
<b>Assistance</b>			
<ul style="list-style-type: none"> <li>• COLP/COFA Forum</li> <li>• Law Society Risk and Compliance service?</li> <li>• Helpline subscription?</li> <li>• Compliance Healthcheck?</li> <li>• IT software?</li> <li>• External audit?</li> </ul>			



# Weightmans Compl-i

## A bespoke consultancy service for lawyers

A tailor-made service for law firms and lawyers designed and delivered by experienced lawyers and risk and compliance specialists. We can deliver the service you need because we understand the market in which you operate, your issues, your objectives and our regulator.

## Why Compl-i?

In recognition of the increasing amount of regulation which law firms now face and the changes brought about by the Legal Services Act 2007, Weightmans developed Compl-i. Compl-i is a bespoke risk management and claims and complaints consultancy service for law firms. Our dedicated team offers advice and assistance to law firms to help them navigate the regulatory quagmire.

We work with firms to develop and or improve the firm's systems and procedures, to identify areas of non-compliance and provide solutions. We provide firms with the know-how and tools to protect their reputations and, most importantly, their relationships with their clients. Our objective is to help firms to eliminate risk, improve efficiencies and increase profitability.

We have a team of over 30 specialist lawyers involved in all aspects of professional negligence work, insurance and regulatory advice. We are recognised for our expertise and professionalism.

## Portfolio of services

- Risk Management
- Compliance health checks and audits
- COLP and COFA support
- Claims and complaints handling
- ABS applications and business structuring
- Regulatory advice and representation
- Lexcel guidance & consultancy
- Training
- Dedicated helpline



Mickaela Fox, Partner





## What our clients say...

**“I believe that client satisfaction and regulatory compliance are key in our profession. With this in mind we work closely with Weightmans and their expertise not only helps us achieve our goals but also allows us to do what we do best.”** Managing Partner of a 10 partner firm which outsources compliance to Weightmans

**“Clients are impressed with this firm’s standard of service and particularly with its collaborative approach to working with clients.”** and **“They work with you on the most appropriate course of action rather than dictating that course to you.”**

Chambers & Partners Guide to the UK Legal Profession 2010

## Expert advice and a flexible service ensuring peace of mind for you.

For more information please contact:

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