

Changes to the Lexcel standard

Last updated: August 2010

The Lexcel standard has been revised to maximise consistency and incorporate new essential requirements while remaining relevant to legal practices. This document is intended to assist you in navigating Lexcel v4.1 and identifying the changes from Lexcel v4.

1. Compliance

Compliance with v4.1 will be optional for all currently accredited practices. Any new practices applying for accreditation against v4 before 1 January 2011 can opt to comply with v4.1. Practices applying for initial accreditation from 1 January 2011 must be compliant with v4.1.

2. New requirements

- 2.1 Practices will develop and maintain a marketing and business plan that includes **measurable objectives for the next 12 months**, which must include:
 - a: the person responsible for the plan
 - b: a procedure for a review of the plan to be conducted every six months to verify the plan is in effective operation across the practice
- 2.3 Practices will have a business continuity plan, which must include:
 - a: an evaluation of potential risks and the likelihood of their impact
 - b: ways to reduce, avoid and transfer the risks
 - c: key people relevant to the implementation of the plan**
 - d: the person responsible for the plan
 - e: a procedure to test the plan annually, to verify that it would be effective in the event of a business interruption.
- 3.4 **Practices will have a procedure in relation to billing clients, including:**
 - a: the frequency and terms for billing clients**
 - b: credit limits for new and existing clients**
 - c: the person responsible for the procedures**
 - d: a documented review of the procedures at least annually, to verify they are in effective operation across the practice.
- 3.5 **Practices will have a procedure for the handling of financial transactions including:**
 - a: the person responsible for the procedures**
 - b: a documented review of the procedures at least annually, to verify they are in effective operation across the practice.

- 5.6 Practices will have a procedure which details the steps to be followed when a member of staff cease to be an employee, which must include:**
- a: the handover of work**
 - b: exit interviews**
 - c: the return of company property**

3. Requirements moved to guidance

- 1.5 Practices will have a policy to ensure compliance with anti-money laundering legislation. The policy must include:
- a: the appointment of a Nominated Officer usually referred to as a Money Laundering Reporting Officer (MLRO)
 - b: a process for making disclosures within the practice and by the MLRO to the authorities
 - c: identification checking
 - d: training of personnel
 - e: the proper maintenance of records
- 4A.2 Practices will have a policy in relation to data protection compliance issues, which must include:
- a: ensuring registration with the Information Commissioner
 - b: training of personnel
- 8.1 Practices will document how client enquiries in relation to possible instructions are handled, with particular regard to:
- a: telephone enquiries
 - b: clients who enquire in person in the reception area, including confidentiality
 - c: enquiries by correspondence and e-mail

4. Moved

Lexcel v4	Lexcel v4.1
6.1	1.1(b)
Introduction s.1	1.2 (d) & (e)
Introduction s.1	1.3 (d) & (e)
Introduction s.1	1.4 (d) & (e)
1.7 & Introduction s.1	1.5
1.8	1.6
Introduction to s.1	2.1
2.3	2.2 (c)
2.4	2.3
4A.1	2.4
4B.1(d)	3.5
4A.3	4.1
4A.4	4.2
4A.5	4.3
4A.6	4.4

Lexcel v4	Lexcel v4.1
6.6(a)	6.1
6.6(e)	6.3
6.6(c)	6.4
1.6	6.5
6.6(d)	6.6
8.6(b)	6.7
8.6(b)	6.8
8.3	6.9
6.3	6.10
6.4	6.11
6.5	6.12
6.8	6.13
6.7	6.14
7.2	7.4
7.4	7.5

4B.2	4.5
4B.3	4.6
5.1(b)	5.2
5.2	5.3
5.3	5.4
5.4	5.5
5.5	5.7
5.6	5.8

7.5	7.6
8.2	8.1
8.5	8.2
8.6	8.3
8.7	8.4
8.8	8.5
8.9	8.6
8.10	8.7