



Issue 68 Summer 2020

Pg 2 - 3	Your President
Pg 4	Administrator
Pg 5 -11	Branch Reports
Pg 12	CPD Changes
Pg 13	CPD Requirements
Pg 14 -15	CPD Form 2020
Pg 16	Payment Form
Pg 17	Office Bearers

Please follow us on



The Society of Law Accountants in Scotland



@SOLASmembership

www.solas.org.uk

President's Report



Shirley Green, President

Dear Members

I hope you and your families are well during these unprecedented times. My deepest sympathy and condolences to any Members who have lost someone dear to them due to this pandemic.

SOLAS Members may not be aware that support is available from LawCare and is not only available to Solicitors and Paralegals but also to SOLAS members, indeed to anyone in the legal profession and their families. LawCare has a free and confidential helpline and is available 365 days a year. Please take some time to have a look at LawCare:

Visit www.lawcare.org.uk or call 0800 279 6888

General Council, Local Branches and the Education Board are continuing our scheduled committee meetings however these are now being held virtually in our kitchens, living rooms, conservatories etc. This is becoming the 'new normal' for many of us in our working lives.

As far as we are aware social distancing will continue for the foreseeable future therefore General Council have taken the decision to cancel our September seminar in Perth, as the safety of our members is paramount. Anyone who has already paid for the postponed March seminar will now receive a refund by bank transfer over the next month.

Local Branch CPD meetings have also been cancelled until at least November and local Branch AGM's for 2020 will be held as soon as it is safe to do so, *more information to follow*.

I can confirm there will be NO requirement for members to complete the normal CPD for 2019/2020. However, please complete your CPD Form (available on the Solas website) by 30th November 2020 and submit this as normal to the Solas Administrator along with your annual subscription for 2020/2021. Albeit this may detail no CPD record if you did not complete any CPD prior to lockdown.

Prior to lockdown, the Dundee branch were busy organising the SOLAS AGM dinner for November this year, however, as the future is uncertain regarding social distancing and the hospitality sector General Council have taken the decision to cancel the AGM dinner this year. Dundee branch will now host the AGM dinner in 2021.

Unfortunately the SOLAS Executry Exam, which was due to take place on 25th March, was postponed as the country went into lockdown. The SOLAS Education Board are hopeful the Executry exam can be held in September with a revision class being offered to the students prior to the exam. The Feeing class was also postponed due to lockdown and the SOLAS Education

Board are hoping to deliver this section of the course later in the year possibly by webinar. As this stage enrolment for the SOLAS evening course for 2020/2021 has not yet opened due to the current Coronavirus lockdown.

General Council will work towards having a virtual AGM this November, *more information to follow*. However, with so many businesses using the Coronavirus Job Retention Scheme many of our members may be furloughed with no access to your business email. Please contact the SOLAS Administrator should your contact information require to be updated to your personal email rather than your business email. You will appreciate it is vital at this time that we have your up-to-date contact details.

Are you aware SOLAS has a presence on Facebook and Twitter? Please follow our social channels for updates. As always our website will continue to be a point of contact for members to obtain the latest information and our Newsletters are also available on the SOLAS website <https://www.solas.org.uk/>

As some of you will be aware I stepped down as the Glasgow branch President on 21st April (which was the proposed date for the Glasgow branch AGM) with Gillian Gray taking on the role of Glasgow Branch President and David Hamilton taking up the role of Vice Present for the Glasgow branch. I wish both Gillian and David every success in their new roles for the Glasgow branch. In the meantime, I will remain on the branch committee as a general member.

One of the last events I attended as Glasgow Branch President along with Gillian Gray, in her role as Vice Present at the time, was the Royal Faculty of Procurators Triennial Dinner. The event was held in Glasgow City Chambers and amongst the attendees were local legal firms and businesses. This was an excellent networking event and Gillian and I had a wonderful evening representing the Glasgow branch.

I look forward to welcoming Members back to CPD meetings as soon as it is safe and practical to do so.

In the meantime, stay safe and keep well.

Shirley Green
SOLAS President

Administrator's Report



These have been very strange and trying times for us all and I do hope that you have all kept well and are stronger for it. For me the one positive thing I have taken from this it is that good health is the most important thing and without that we have nothing. Things that may have seemed important before this whole horrible period began pale into insignificance.

There has been little happening in either branch or national level. However, I am pleased to report that General Council and also some branches have managed to have virtual meetings using GoToMeetings.

A great number of you will know that the Private Client seminar which was scheduled to take place on 18th March had to be postponed. It was hoped that it could be rearranged for September but at a virtual meeting of General Council on 9th May it was decided that no national seminars will take place this year due to the uncertainty regarding large gatherings. I sincerely hope that by March 2021 it is possible to have a seminar and I look forward to seeing a great many of you there.

As a result of no national or branch seminars taking place this year. General Council have also decided to suspend the necessity of completing CPD hours for the year to 31st October 2020. All subscriptions must still be paid on time, ie. by 30th November 2020. I have included in this newsletter a CPD form which clearly shows that CPD has been suspended for this year only. Please complete it with the required information and either post it with your cheque in payment of your subs, or if you prefer to pay direct into the bank account, you can email the form to me. Please only submit the form once, either by post or by email.

You will also notice in the newsletter that the way CPD is administered has been changed. All key dates are listed and I ask that you take a note of these for future reference.

The SOLAS evening classes were also affected by the Coronavirus and the Education Board had to make the hard decision to postpone both the Executry Exam which was scheduled to take place on 25th March 2020 and also the Feeing Class which should have commenced week beginning 30th March 2020. It is hoped that the Executry Exam will be rescheduled for September with all students receiving a refresher class before then. The Feeing class will also be delivered later this year and may possibly be done using Webinar for all students. A decision is still to be taken regarding the delivery of classes for 2020/2021 and therefore enrolment has not yet opened.

Dorothy Nicholson

Branch Reports

Aberdeen

In these unusual circumstances, things are having to be done remotely just now , but hopefully things will begin to get back to normal soon, whatever the new 'normal' will be.

We have still to confirm a date for our AGM which will be held by webinar. All members will be contacted by email once a date has been decided.

Committee changes

Dorothy Singer has retired as Aberdeen Branch Treasurer after many many years of service and this role has been taken over by Laura Sim.

President Carol Baxter (The Law Practice)

Treasurer Laura Sim (Wilsone & Duffus)

Secretary Joyce Forbes (The Law Practice)

Committee members Blair Chalmers (Andersonbain)

Dorothy Singer (James & George Collie)

Wilma McPherson (Ist Additions Tax & Bookkeeping Services)

Jennifer Ingram (Ledingham Chalmers)

Margaret Cameron (Burnett & Reid)

Kathryn Harper (Storie Cruden & Simpson)

Dundee



New Branch President
Nikki Scott

Dundee Branch Committee met via GoToMeeting on 16th May. We accepted the resignation of our President, Colin Whyte, with sadness. His resignation took effect at our Branch AGM. Nikki Scott was nominated and approved as the incoming President and will hold a dual role, continuing as Branch Secretary, until someone else volunteers 🤔. Natasha Mitchell is the new Syllabus Secretary.

Dundee Branch held their AGM online on 6th June 2020 via GoToMeeting. We were surprised and saddened by the lack of attendees at our online meeting as it was thought that the convenience of joining in from the comfort of your own home would have been an enticement to participate.

We are looking for 3 Branch members to join the Committee. It cannot be emphasised enough that the Branch Committees are here to represent the members but we cannot do this without active participation of our members. Please, consider getting involved so that the Branch can reflect, and respond to, your wants and needs.

Dundee Branch are extremely disappointed that they will not be hosting the National AGM this year but look forward to seeing you all 5th November 2021 for a much anticipated and well deserved evening of fun.

Edinburgh

I hope that all our Edinburgh members as well as the members of other branches are keeping safe and well during this very challenging time.

Since the last newsletter we have had one Seminar which took place on 19th February 2020 and was presented by Austen Burns and Gillian Wilson from Gillespie MacAndrew who spoke about "Making the most of IHT Allowances and bands". This was a very interesting and well attended Seminar and we look forward to welcoming Austen and Gillian back in the future to give us a further talk on IHT.

Unfortunately due to the Coronavirus and the country going into lockdown the decision was taken to cancel all future seminars/AGM until further notice. Therefore the AGM did not take place on 29th April 2020. It is hoped that the AGM can be rearranged in the near future and who knows we may be able to run it virtually so watch this space!

The country went into lockdown the middle of March and it has been a very challenging time for people with some having to adapt to working from home, others have been furloughed by their company and many who have children have had to adapt to becoming teachers and dealing with home schooling which I understand has its own challenges. It certainly has been a difficult and challenging 10 weeks. However the lockdown is easing and hopefully people can start seeing their families, although it will take a long time to get back to some sort of normalcy.

Within the newsletter you will see updates about CPD requirements/SOLAS National Seminar etc. Due to the current situation classes have been put on hold so at the moment it is unlikely there will be a Diploma Ceremony in October but we will hopefully be able to hold one in the near future, but that will most likely be very different to previous years. The situation has also had an impact on welcoming new students and again the new student meet and greet is also on hold.

The current Edinburgh Committee members are as follows:

- Natalie Cooke, President
- Linda Trotter, Vice President
- Lindsay Murray, Treasurer
- Tracey O'Brien, Secretary
- Gillian Forsyth
- Mandy Gibb

As we say at every seminar/AGM we are screaming out for new committee members. Our Committee meetings are usually held after each of our Seminars and normally last no more than 30 minutes. So if you are interested then please do not hesitate to contact one of the committee members for a chat about what being a committee member entails.

I hope that everyone continues to remain safe and well and hopefully we will be able to see everyone in the near future.

Natalie Cooke, Edinburgh President

Glasgow



Gillian Gray, New Branch President



David Hamilton, New Vice President



Shirley Green, Immediate Past President

Committee News

There have been some recent changes in the Glasgow Branch Committee. Shirley Green retired from being President as of 21 April 2020.

We are pleased to announce that Gillian Gray has become the Glasgow Branch President. Gillian is a Financial Compliance Senior Inspector with the Law Society of Scotland so many of you may recognise her face. Gillian is also Treasurer of General Council. She has been a Member since 2011.

David Hamilton has become Vice President. David is a Director at Hamilton Mullan Law Accountants based in Stirling. David has years of experience in Law Accountancy. He mainly practices in Judicial Accounting and regularly attends in the local sheriff courts and Court of Session for diets of taxation. He has also been a Member since 2011.

This occasion would usually be marked and celebrated at our Branch AGM, however in light of the recent circumstances this event did not go ahead together with other planned CPD events.

Shirley has been a SOLAS Member for 21 years. She has been a key member in the Glasgow Branch and has taken on many roles to include Treasurer, Secretary and President. Throughout the years her commitment to SOLAS, the Branch and Members has been astounding. Her retirement will not be missed, as we do intend to celebrate this when the Branch is back to some sort of normality.

I am delighted that Shirley will remain on the Committee as her wealth of knowledge is valued and cherished by the Glasgow Branch.

Shirley is the current President of General Council and has also lectured for Glasgow in Cashroom and Executry.

Shirley has gone above and beyond for SOLAS and has dedicated a huge amount of time and effort for the Branch and Members and we can not say enough how appreciated this is.

This is an exciting time for Gillian and David and both hope to serve the Glasgow Branch well. Please continue to support them and the Branch moving forward as you have all done so throughout the years.

Both are looking forward to challenges and change, so any ideas of how to adapt the Branch would be welcomed.

If anyone is interested in joining the committee, or has any new suggestions for the branch please contact us at GlasgowBranch@solas.org.uk

We want our Members to get the very best of their membership.



Committee Social Events

It was an honour for Shirley and Gillian to be invited to The Royal Faculty of Advocates Triennial Dinner, held at Glasgow City Chambers on 21 February 2020. This is hosted by the Dean and Council Members of the Royal Faculty of Advocates. This was a very prestigious black tie event and is attended by Solicitors and Legal Professionals from throughout Scotland, together with guest speakers invited by the Dean. This was wonderful night and it was a pleasure to attend and represent SOLAS. This event gave Shirley and Gillian an opportunity to meet like minded Legal Professionals and discuss who SOLAS are as an organisation. It was a brilliant networking event.



Branch CPD Meetings

All meetings are held (unless otherwise stated in writing) at The Royal Faculty of Procurators, 12 Nelson Mandela Square, Glasgow, G2 1BT.

Any friends/colleagues of Members are welcome to attend our CPD meetings which are free.

Due to the recent circumstances surround Covid-19 the following CPD events are cancelled:

- 21 April 2020 – (AGM) – Simon Allison, Blackadders – Employment Law
- 12 May 2020 – John Kerrigan, Blackadders – Update on Changes to Our Laws of Succession
- 8 September 2020 – Janet Blackstock – Royal Faculty of Procurators – Feeing
- 6 October 2020 – Alasdair Stewart – Royal Bank of Scotland – Fraud

It is hoped that we will be able to reschedule these speakers for 2021. We will confirm the CPD dates and speakers in due course by email to all Glasgow Branch Members when the syllabus is finalised.

The Committee has discussed future CPD events and social distancing. It may be that CPD events will be held online in future by webinar, until we can return to normality.

Glasgow Branch currently has 205 Members. As stated we want ALL our Members to get the very best of their membership. If the dates or CPD topics don't suit you please let us know. If you would like something covered in CPD the Committee will do it's very best to allocate a speaker.

Please ensure your contact details are up to date to keep informed of all Branch News and Updates. Especially in the current circumstances where members are furloughed and don't have access to work inboxes/emails.

Please contact GlasgowBranch@solas.org.uk to inform us of any changes.

Did you know that SOLAS has social media.....we are on twitter and Facebook.

Please follow us and watch this space to see updates on Branch News, CPD and Events.



The Society of Law Accountants in Scotland



@SOLASmembership

We Want You

Would you like to join the Glasgow Branch Committee?

This is a fantastic way to be part of SOLAS and contribute to an organisation which is run by you the Members. Get something back from your membership and get involved with a network of like minded colleagues.

We hold 4 online Committee meetings per year and host 8 Events per year.

As part of the Committee you help the branch to organise CPD Events, AGM, Graduation Ceremony, Student Meet and Greet etc.

If you are enthusiastic and have new ideas of how to introduce exciting changes to the Branch and SOLAS please join or team.

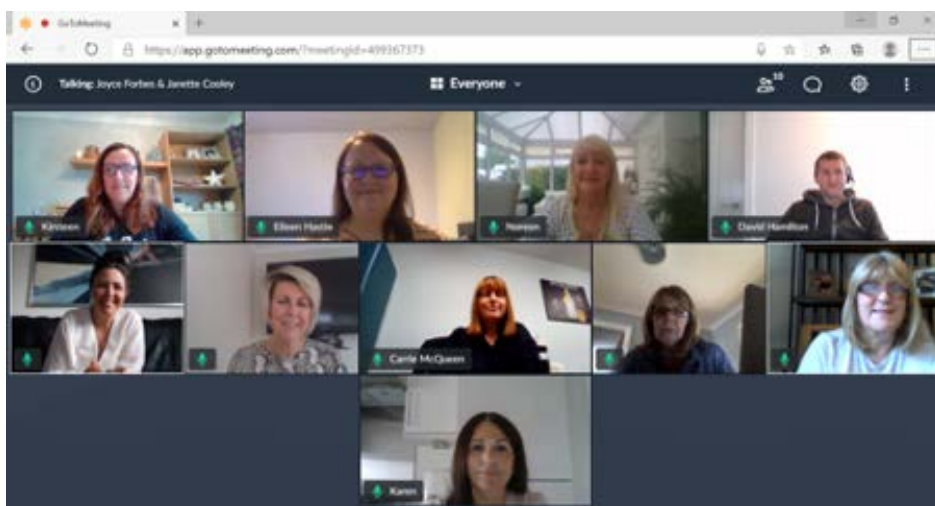
We want our Members to get the very best of their membership and would like to introduce Social Events/Nights etc. for Members to attend, network and meet up with friends and colleges however we need you, our Members, to get involved.

If anyone is interested in joining the committee, or has any new suggestions for the branch please contact us at GlasgowBranch@solas.org.uk

The Glasgow Branch Committee is still dedicated and is continuing to meet and discuss what's best for our members and the Branch throughout Covid-19.

We are here for you.

We hope to see everyone soon however in the mean time please stay safe.



Inverness

Inverness Branch

We hope all our members and their families are keeping safe and well.

Due to the current circumstances, the AGM which was due to be held on 28 May has been postponed until further notice.

CPD has also been postponed meantime and we will notify members of the re-scheduled dates in due course.

The current committee members are:
President – Shirley Sargent, Middleton, Ross & Arnot
Secretary – Irene Yule, South Forrest
Treasurers – Lorraine MacLeod, Innes & Mackay
Margaret Bond, Munro & Noble

General Council representative – Lisa McIntyre, Macleod & MacCallum

Changes to the way CPD is dealt with

Please note that General Council have made changes to the administration of CPD and subs.

As is the normal practice all CPD forms and subs are to be submitted annually and paid by 30th November. However this year no reminders will be sent to those who do not comply. It is the responsibility of all full and associate members to make sure that their forms and payments are received by the Administrator on time.

The majority of members do submit their forms and payments on time. However unfortunately there are a number who need to be reminded and this causes extra work for the Administrator.

In previous years those who did not submit their forms by the due date were sent a reminder and in some circumstances more than one. If at the 31st January forms and payments still remained outstanding, on the instruction of General Council a letter was issued advising that if forms and subs were still outstanding 14 days hence their name would be removed from our membership list resulting in the loss of the use of SLA designation.

With effect from this year the above practice will no longer be used. The new timescale is noted below and you are urged to make yourselves aware of them.

CPD Year ends	31st October
CPD Forms and Subs to be with the administrator	30th November
14 Day Letter with late payment fee of £10 issued	31st December
Name removed from membership list	31st January

The requirements for CPD are on the following pages. Please remember if there is a particular reason for not being able to complete the required hours, you should note it on your form. You should still submit the form on time.

Maternity Leave

If you are on maternity leave during the CPD year you are given a 1 year exemption. If you have any questions please do not hesitate to contact Dorothy Nicholson the Administrator who will be pleased to help you.

Requirements for CPD

STRUCTURED CPD

The participation in training or study of subjects, allowable for all STRUCTURED CPD hours, must be for the purpose of directly enhancing the professional, technical skills of the member of SOLAS as provided for within the following conditions:-

- (a) The training or study must be relevant to the core subjects studied to gain membership of SOLAS
- (b) Or the training or study must be relevant to a professional duty considered by SOLAS General Council to be appropriate for performance by a member of SOLAS within a Legal Office, e.g. Practice Management, Office Management, Financial Accountancy, Health and Safety; this provision to be limited to a total of 2 CPD hours in any CPD year.
- (c) The following are examples of duties, which are considered by SOLAS General Council **NOT** to be allowable for CPD under provision (b) above – Estate Agency, Conveyancing.
- (d) The following will **NOT** be allowed for STRUCTURED, or for UNSTRUCTURED CPD hours – participation in training or study for the purpose of enhancing the physical wellbeing and/or personal skills of the member of SOLAS, e.g. memory enhancement, whitewater rafting, abseiling, team-building, i.e. the activity does NOT bear a direct relationship to the technical skills required to carry out the professional duties of the member of SOLAS.

UNSTRUCTURED CPD

This consists of reading, either from textbooks, update on Law Society Accounts Rules, PAYE Guidelines, Money Laundering and financial related matters etc. Lecturers at SOLAS classes may claim unstructured hours only, for preparation of these lectures.

Branch committee meetings, General Council meetings, or attendance at Branch or National AGM do not count towards CPD.

Combinations of structured and unstructured hours are acceptable only when the full amount of structured time has been completed.

If any member is unsure regarding the status of CPD they should contact the Administrator who will advise.

THE SOCIETY OF LAW ACCOUNTANTS IN SCOTLAND



Please return to:-
The Administrator,
Mrs Dorothy Nicholson,
17 Raith Gardens,
Kirkcaldy, KY2 5NJ

All Forms must be returned by 30th November 2020

Please Note - No reminder will be sent it is your responsibility to return your form and pay subs by 30th November 2020

CPD Year 01.11.2019 to 31.10.2020

Member's name: SOLAS Number..... (Must be included)

Firm's Name and
Address:
.....

Branch: -

Please mark type of membership and also payment method

Membership: Full / Associate Cheque £40 attached or BACS Payment

PERSONAL RECORD OF CPD UNDERTAKEN

A) STRUCTURED – Must be related to SOLAS Exam Subjects i.e: Cashroom, Executry Administration, Trust Accounting, Taxation, Feeing & Investment
Conferences, Seminars (SOLAS National and Branch, Law Society, In-house, etc), Workshops, Further Education, Personal Training etc.

Date	Activity	Organiser	Contact Address	CPD Hours
	CPD suspended	for the year to 31st October 2020	due to cancellation of all branch and national seminars.	
	Subscription fee	must be paid by 30th November 2020	No reminder will be issued.	

Completed emailed forms should not be sent in the post

Payment Method:

Bank Transfer

RBS, Sort Code: 83-52-00, Account No: 10071018

Society of Law Accountants in Scotland

Quoting your membership number as a reference

Cheque

Cheque payable to SOLAS

Post to: Dorothy Nicholson, SOLAS Administrator,

17 Raith Gardens, Kirkcaldy, KY2 5NJ

If paying by cheque, please enclose with completed CPD form.

If paying by BACS please email form to both

General Treasurer: treasurer@solas.org.uk

Administrator: administrator@solas.org.uk advising payment has been made.

**If paying by BACS and submitting CPD form by email, please do not also send in post.
Please make payment at time CPD form is submitted.**

If paying multiple memberships in single BACS or Cheque payment, all membership numbers and names must be advised on remittance slip.

Name

SOLAS membership number

SOLAS Office Bearers

Shirley Green– President
Blackadders
Glasgow
Tel: 0141 248 1888

Lynne Alexander - Vice President
MHA Henderson Logie

Lindsay Murray – General Secretary
Brodies LLP
Edinburgh
Tel: 0131 656 0018

Gillian Gray – General Treasurer
The Law Society
Tel: 07538155811.

General Council Members

Aberdeen

Carol Ann Baxter The Law Practice
Joyce Forbes The Law Practice
Blair Chalmers Andersonbain

Dundee

Heather Davidson Rollos Law LLP
Nikki Scott Blackadders

Edinburgh

Natalie Cooke The Law Society
Gillian Forsyth Murray Beith Murray

Glasgow

Carrie McQueen
Noreen Hope Milne Craig

Inverness

Lisa McIntyre Macleod & MacCallum

Branch Secretaries

Aberdeen Joyce Forbes, The Law Practice,
AberdeenBranch@solas.org.uk

Dundee Nikki Scott, Blackadders,
DundeeBranch@solas.org.uk

Edinburgh Tracey O'Brien, Anderson Strathern,
EdinburghBranch@solas.org.uk

Glasgow Kirsteen Conway, McClure Solicitors,
GlasgowBranch@solas.org.uk

Inverness Irene Yule, South Forrest
InvernessBranch@solas.org.uk

Solas Administrator

Mrs Dorothy Nicholson 17 Raith Gardens, Kirkcaldy, KY2 5NJ
Tel: 01592 260021
administrator@solas.org.uk

Web Site: www.solas.org.uk