

Services

Compliance and Legal Risk Management

SCOPE OF SERVICES

Legal Risk Management

We provide risk management tools for business together with up-to-date advice on legal and regulatory changes affecting risks in business. Typically as a first step we conduct a legal audit of your records, documents and systems relevant to legal risk management. We follow with process mapping and only then legal documentation to suit.

Legal Compliance

Our focus is on practical guidance for compliance obligations specific to your industry. We provide compliance checklists and templates for keeping records such as IP registers. This can also involve training services and documentation of procedures for complaints handling, breach reporting and whistle blower obligations. For trusts and companies we are active in preparing documents for meetings and for compliance generally.

Contract Management

We have a market-leading level of expertise in contract preparation and management, tasks critical for legal risk management. Central to this is auditing project management capabilities for making formal proposals for contracts and tenders. We also provide training manuals for contract managers and contract preparation workshops.

Document Retention Policies & Procedure

Document retention policies and procedures are vital for achieving the best results in litigation. We can tailor a solution that suits the specific needs of your organisation.

We have considerable IT expertise we can call on to help you ensure our legal advice can be implemented into your IT systems. This helps ensure you routinely, securely and efficiently manage vital data. This has many benefits including knowledge management and minimising IP theft and breach of a range of laws including contract, privacy, spam, IP, and confidentiality law.

Communications Policy

The increased use of email, blogs, USB drives and other IT devices makes it all the more important to inform staff of the values which are supported and the practices which are not condoned. This helps minimise legal risks and protects personal, sensitive, valuable or confidential information.

THE NECESSITY

Before setting out to manage a legal risk it is useful to have an idea of who might be at risk, when the risk may arise, and how to manage the risk. Three key observations apply to the mechanisms for legal compliance and general legal risk management:

1. If a ground for liability exists in the law, a person or organisation (such as a company) can be legally liable for its actions or inaction.
2. Office holders, such as directors and other officers of a company, can sometimes also be held liable.
3. Legal compliance and legal risk minimisation methods help define and manage legal risks.
 - The methods often involve creating a paper trail.
 - The methods include such processes as negotiation, making business proposals, contract management, document management, legal auditing, document retention, compliance, due diligence and obtaining insurance. Legal risk minimisation methods help define and treat legal risks.
 - The methods often involve establishing a tailored and crafted transaction process bolstered by record keeping.

FURTHER INFORMATION

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