



How to avoid professional negligence claims

Ideas and tips re keeping uptodate quickly and easily

This sheet contains a summary of all of the ideas on this topic contributed by those who have heard me present this talk recently. Thanks to those who contributed.

- Website reading articles
- Networking with other general practitioners
- Check HMRC websites
- Electronic newsletters (external) circulated around office
- Weekly meeting with staff in relevant areas to discuss issues arising and to highlight clients that might be affected
- Set time aside on a regular basis to read material
- Use of CD-Rom's (Tolleys) – monthly with various personal and business tax issues and accountancy and audit issues
- Retrain!
- AccountingWeb, Accountancy, Taxation, External courses (SWAT)
- Tax Faculty weekly update, Tax Faculty newsletter (monthly), financial press for headlines, other weekly email news updates
- Go to HMRC website at least weekly
- Block out time for reading
- Do presentations – it makes you learn
- Apples for apples
- Read regular publications from CIOT etc (paper and website too) and read business sections of FT etc and HMRC website too
- Lexisnexis news alerts (we subscribe for their online library)
- Note in diary to update knowledge
- Daily check on HMRC 'What's new' web page
- Daily check on LexisNexis 'What's new' web page
- Ezines
- Sharing with colleagues
- Subscribe to and read ezines and SWAT magazine
- Split areas of knowledge (and responsibility to 'watch') between different members of the practice and have regular groups seminars to discuss
- Monthly management meetings with an agenda item of managers' tax tips
- Attending courses
- Read Tax Adviser on bike in the gym
- CTA news bulletins
- Taxline
- Internal bulletins from tax partner
- Office monthly newsletter by email
- Weekly email from training company
- TaxAdviceNetwork.co.uk – weekly practical tax update email
- Ask colleagues to share information



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- Subscribe to weekly emails and read them before work or during lunch
- Use internet-based publications which are always up to date and have a news section
- Weekly and fortnightly reading of tax journals prompted by reminders in my diary
- Identify and achieve weekly minimum CPD requirement
- Have a routine and stick to it eg: assigned technical reading at the start of each Monday
- TaxHub sub
- Is there a way?
- Branch events!
- Establish topical branch programme
- Do it on a regular basis – eg: 2 hours when I back up the computer
- Cannot do it ‘quickly’ and ‘easily’
- Like running or any other skill, keeping up to date becomes easier the more you do it. So do it more often
- Keep on top of weekly publications – otherwise you won’t read them all
- Have staff volunteer to monitor and report on areas/articles
- Three lots of ten minutes each day. Little and often
- “Getting together” – working together with local HMRC office
- A little often;
- Accountancy Age for media issues;
- Accountancy magazine tax pages – now that it comes free to all members of ICAEW;
- Allocate daily time at the beginning of each day;
- Anyone in the office who attends a course/seminar is required to brief us on what he/she learned that is relevant to our clients;
- Ask for electronic updates and review EVERY email that comes in;
- Attend at least two courses a year;
- Attending local district/branch/group sessions and tax update sessions;
- Block booking for series of training seminars. Follow a structured CPD course.
- Book a regular time in my diary for online research and reading each week;
- CCH online service; CCH updates;
- Central databases of updates which can be accessed by all staff;
- Check “What’s new” pages on HMRC website each week;
- Check ACCA website;
- Check latest news on CCH website;
- CIOT meetings and discussions in comfort breaks with other delegates;
- Circulate a list of topical issues in weekly journals in advance of journals passing person to person;
- Create RSS news feed to alert me to tax issues;
- Dedicate a timeslot each week ie: 2 hours to keep up to date;
- Dedicated time for reading taxation and other relevant publications;
- Dictate notes from articles and seminars etc;
- Discussing issues with fellow practitioners;
- Discussions within the department;
- Discussion groups internal and external;
- Do CPD plan and set aside time to fulfill it;



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- Don't subscribe to everything! It's more important to read 2 or 3 good publications in a timely manner rather than read different ones at different times and miss something;
- Do it regularly – not the last minute rush. Make the time – I do 3-5 hours per week.
- Each partner reads one professional magazine a month and reports on key points at each partners' meeting
- Encourage junior staff to set time aside in office hours for technical reading;
- Ensure email and web based newsletters get through spam filters
- Feedback from others who attended courses at monthly staff meetings;
- Go through AAT revision questions [*not sure how uptodate these will be*];
- Good filing system for info – hard copies in files or soft copies in directories;
- Google a lot;
- Have 'What's new' page on HMRC website as my home page;
- Have specific times every week for keeping uptodate; I have been doing this for the last year or so and am far more organised and uptodate as I'm doing it every week;
- Highlight topical issues on circulated journals to encourage staff to read them;
- ICAEW Tax Faculty free weekly emails/newswires;
- Identify two lunchtimes a week to read while eating;
- Intranet for everyone in the firm;
- Keep aware of what is available – courses, seminars;
- Keep mags in the toilet and force yourself not to squander those valuable learning opportunities;
- Keeping a good library that is regularly updated;
- Keep tax Adviser magazine in the bathroom!
- Knowledge sharing meetings fortnightly. Staff delegated topics to speak on and we take it in turn to update the dept with recent news/tax cases etc;
- Little and often;
- Look at all mailshots from course providers;
- Lunchtime inhouse seminars from tax managers and GP staff and partners;
- Make reading a priority and don't wait until uptodate with client work!
- Make appointments in diary for keeping uptodate;
- Make time to keep myself uptodate;
- Membership of training consortium.
- Monthly meetings to share any updates;
- Monthly summaries of circulars and leaflets;
- Multiple copies of 'Taxation' using new subscription model;
- Office intranet prompts us with summaries;
- Online CPD;
- Online search resources;
- Only put technical updates in my briefcase to read on the train home;
- Person in the office to identify information that is relevant;
- Produce newsletters for clients internally rather than buy them in;
- Read high quality materials only;
- Read HMRC business briefs (VAT)
- Read or at least scan tax news when it arrives and not merely 3 weeks later;
- Read tax magazines – Taxation, Tax Journal, Tax Briefs
- Read!



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- Reading 'precis' publications such as topical tax tips, tax faculty news etc;
- Receiving email alerts of changes on tax /VAT;
- Register for update emails from the Big 4
- Regular time set aside for updating (favourite websites);
- Regular local courses;
- Regular internal meetings where staff can pass on information re changes in legislation;
- Register for a regular email bulletin from a reputable website;
- Review areas of interest in advance when working on those specific areas for a client;
- Review practice update from ICAEW. Read Small Practitioner;
- Rotate the members of staff who attend courses and do update briefings so that everyone benefits from the course;
- RSS feeds;
- Schedule specific time for keeping uptodate;
- Seek out summaries rather than full reports;
- Set aside 30 mins a week to read emails/Taxation;
- Sharing course notes over the firm's intranet;
- Sharing updates/knowledge with other practitioners in same area (eg: my alternate);
- Sign up for newsletter from AccountingWeb;
- Sign up for Tax Faculty's free tax newswire
- Subscribe to 'small business tax & finance' – *"an excellent monthly bulletin"*
- Subscribe to 'small practitioner'
- Subscribe to email updates;
- Subscribe to newsletters published by larger firms;
- Subscribe to professional publications to inform us of any updates;
- Subscribing to relevant parts of bulletin services;
- Sunday morning read of magazines (it's a peaceful time so info is retained better);
- Tax Faculty weekly news email – "this is excellent"
- Tax Insight
- Taxation magazine and training courses tailored to each member of staff's needs;
- Ten minutes every morning and every lunch time and every evening. Little and often;
- Tolley's online seminars – 15 mins a go. Two per day;
- Try to edit reading material before going into detail;
- Two websites: www.Accountingweb.co.uk and www.TaxationWeb.co.uk
- Use commuting time for reading technical updates. I start 'work' when I get on the train in the morning and I don't switch off until I get off the train in the evenings.
- Use the web;
- Website, weekly news update;
- Weekly slot in-house, with rotation of the person presenting;
- Write summaries of course straight afterwards and share with the rest of the office;
- Write my own notes of changes/updates etc – ensures I remember things;
- Zone the diary; dedicate a fixed weekly slot to update reading. If necessary MOVE it to accommodate client meetings but do not defer it to the following week.



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And one person who wisely noted that:

"It is not possible to keep uptodate "quickly and easily" – you don't understand the legislation until you have advised on it and should not feel that you are so uptodate you don't need to look at the legislation" - I would add that one also needs to check for recent case decisions, announcement and interpretations in Tax Bulletin and on HMRC website as well as Statements of practice and concessions – although footnotes to legislation refer to those that existed at the time the legislation went to press.

Another merely replied: *"There is no easy and quick way"*

Please note that by sharing contributors' views I am neither endorsing nor condoning any of them. But I'm sure you'll get some value from knowing what others do and by comparing your own approach.

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