

Monthly COFA & COLP Review Service

Hunnings Consultancy Ltd



So you've got to have someone nominated as the COFA and COLP. There's no getting around that. Somehow you have to fit that in around client work, running your firm and getting the work in! Whilst ultimately you shouldn't outsource the role and responsibility – you can get some help with it.

Increasingly our LEAP clients are asking us to assist by carrying out the monthly review of some matters and the system for the COFA & COLP. This helps with:

- a) Freeing up some of your time AND
- b) Having an independent experienced pair of eyes looking at files and highlighting issues – calling on our experience to all levels in practice in a solicitors firm and also our experience of over 250 law firms

£200 + VAT/month

(1 hour a month at our hourly rate)

What we will do:

- i) **Review of 2 matters for COFA & COLP compliance & against your risk policy**
- ii) **Provide you with completed review forms for your records (by email)**
- iii) **The email will have a digest highlighting issues**
- iv) **The email will also make recommendations arising from a general review of LEAP use, focusing on compliance and efficient use.**

All work is carried out remotely. You will need to give us login details and let us know when we may use them. Taste & See: we are happy to discuss an initial 2 month retainer so you may see if this helpful. (Example docs can be supplied.)

Risk Policy & Risk Register Review – essential for proper compliance management – we would also recommend this is done. We can provide a template as a starting point. We suggest you budget 1 hour for review.

Please note: by providing this service we are not taking on the role of COFA and or COLP, but merely providing assistance.

Please feel free to contact us for more information or to discuss our other services – for example the webinar on How LEAP can help with your Compliance.

Contact Details

Mobile: 07887 524 507

E-mail: ingemar@hunningsconsultancy.co.uk

LinkedIn: <http://www.linkedin.com/in/ingemarhunnings>

Website: www.hunningsconsultancy.co.uk

