



Changes to the Lexcel standard - v5

Date issued: April 2012

Compliance

Compliance with v5 will be optional for practices from 1 January 2012 to 30 June 2012. Any assessment that takes place on or after 1 July 2012 must be against v5.

New or changed requirements

1 Structures and policies

- 1.3 Practices will have a policy in relation to outsourced activities, which must include:
 - a: details of all outsourced activities
 - b: procedures to check the quality of outsourced work
 - c: steps to ensure providers have taken appropriate precautions to ensure information will be protected.
 - c: a list of all providers of services
 - d: the person responsible for the policy
 - e: a procedure for an annual review of the policy, to verify it is in effective operation across the practice
- 1.4 Practices will have a policy on the avoidance of discrimination and the promotion of equality and diversity, which must include:
 - d: a procedure to deal with complaints and disciplinary issues in breach of the policy
 - e: a procedure to monitor diversity
 - f: training of all personnel on compliance with equality and diversity requirements
- 3.3 Practices will have a time recording procedure which enables:
 - b: the monitoring of work in progress
- 3.4 Practices will have a procedure in relation to billing clients, including:
 - c: a procedure to manage debts
- 4.3 If the practice has a website, the practice must have a website management policy, which must include:
 - a: a procedure for content approval, publishing and removal
 - b: the scope of permitted and prohibited content
- 4.5 Practices will have a social media policy, which must include:
 - a: the person responsible for the policy
 - b: a procedure for an annual review of the policy to verify it is in effective operation across the practice
- 5.7 Practices will have a performance management policy which includes:
 - a: the practices approach to performance management
 - b: performance review periods and timescales



- c: the person responsible for the policy
 - d: a procedure for an annual review of the policy, to verify it is in effective operation across the practice
- 6.8 Practices will have a policy on the handling of conflicts, which must include:
- a: the definition of conflicts by work type
 - b: training for all relevant personnel to identify conflicts
 - c: steps to be followed when a conflict is identified
 - d: the person responsible for the policy
 - e: a procedure for an annual review of the policy, to verify it is in effective operation across the practice.
- 6.14 Practices will have procedures for the prevention of financial crime, including:
- a: the person responsible for the procedure
 - b: a documented review of the procedure at least annually, to verify they are in effective operation across the practice.
- 7.4 b: advise the client where the practice will receive a financial benefit as a result of accepting instructions
- 7.7 Practices will have a procedure for referring clients to third parties



Moved requirements - v4 and v4.1

Lexcel v4	Lexcel v5
1.7	1.5
1.8	1.6
2.1 (marketing)	2.2
2.3	2.1(d) & 2.2 (c)
3.2 (b)	3.2 (d)
3.2 (c)	3.2 (b)
3.2 (d)	3.2 (c)
3.3	3.3 (a)
4A.1	2.5
4A.3	4.1
4A.4	4.2
4A.5	4.3
4A.6	4.4
4B.2	4.6
4B.3	4.7
5.1(a)	2.1 (b)
5.1 (b)	5.1
5.5	5.6
6.1	1.1(b)
6.3	6.9
6.4	6.10
6.5	6.11
6.6(a)	6.1
6.6(c)	6.4
6.6(d)	6.5
6.6(e)	6.3
6.7	6.13
6.8	6.12
7.2	7.4
7.4	7.5
7.5	7.6
8.1	7.1 (a)
8.2	8.1
8.3	6.8
8.4 (a)	7.2 (a)
8.4 (b)	7.2 (b)
8.4 (c)	7.2(c)
8.4 (d)	7.2 (g)
8.4 (e)	7.2 (h)
8.5	8.2
8.6	8.3
8.7	8.4
8.8	8.5
8.9	8.6
8.10	8.7

Lexcel v4.1	Lexcel v5
2.1 (marketing)	2.2
2.3	2.4
2.4	2.5
3.2 (b)	3.2 (d)
3.2 (c)	3.2 (b)
3.2 (d)	3.2 (c)
3.3	3.3 (a)
4.5	4.6
4.6	4.7
5.1(a)	2.1 (b)
5.2	5.1
5.3	5.2
5.4	5.3
5.5	5.4
5.7	5.6
6.6	6.5
6.7	6.6
6.8	6.7
6.9	6.8
6.10	6.9
6.11	6.10
6.12	6.11
6.13	6.12
6.14	6.13
7.4 (b)	7.4 (c)
7.4 (c)	7.4 (d)
7.4 (d)	7.4 (e)
7.4 (e)	7.4 (f)
7.4 (f)	7.4(g)