



Issue 2, November 2004

Important: errata

The Lexcel Office would like to issue the following update to the Lexcel Standard 2004 in relation to requirements 1.11 and 6.5. It has come to our attention that in the *Lexcel Assessment Guide (3rd edition, IV The Lexcel standard 2004)*, *Lexcel: Helping Practices to Improve Profitability, Lexcel Standard: 2004*, and *Lexcel: 2004 A Practical Guide to Minimising Risk* publications, 1.11 and 6.5 have both been incorrectly printed to require a procedure(s) rather than a policy. Requirements 1.11 and 6.5 should read:

- 1.11 Practices will have a documented *policy* in relation to data protection compliance issues.**
- 6.5 Practices will have *processes* to ensure that all those doing legal work check their files regularly for inactivity to avoid client dissatisfaction and possible claims arising from delay.**

Lexcel and digital imaging

The Lexcel Office envisages that as time goes on, more and more files will be held on computer. Therefore we do not see a problem with this system of file management. However it would be important to ensure that systems are continuously backed up, so that if there were to be any system failures there would not be any serious repercussions for the business. This would equally apply to the issue of Key Dates that are backed up electronically.

Additional guidance for the Lexcel Standard 2004

Based on our experience of working with the new standard - plus feedback from practices, assessors, and consultants – the Lexcel Office is currently collating additional guidance for the Lexcel Standard 2004. We hope that this will provide further assistance and clarification in respect of certain areas of the standard. In order to do this we would welcome feedback on your experiences of implementing and assessing the requirements of the 2004 Standard.

Please note that guidance contained within the *Lexcel Assessment Guide* will be continuously updated by items in *Lexcel Link* and *Lexcel Guidance*, the website, and any additional written guidance.

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