

WBL Logbook Sheet Template

Name:		Membership No:	
Competency e.g. 1	Learning Outcome e.g. 1.1	Example Number	
6	6.1	2	
Evidence provided e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017			
Telephone Attendance with client 17/05/2019			
Explain how the example meets the learning Outcome and how the evidence shows this			
Identify the most recent CILEx Regulation Code of Conduct			
<p>Principle 7 of the CILEx Code of Conduct states that you must “Ensure your independence is not compromised” and you must:</p> <p><i>“7.1 Not act or continue to act where there is a conflict of interest or a significant risk that a conflict may arise.</i></p> <p><i>7.2 Not act or continue to act for a client if you reasonably consider that they are providing instructions under duress or undue influence, except where to withdraw from acting would be detrimental to the client’s interests.</i></p> <p><i>7.3 Where instructions are provided by a third party, confirm them with your client to ensure they are your client’s own instructions.</i></p> <p><i>7.4 Ensure that none of your commercial interests or financial arrangements adversely affect the independence of your advice or your ability to act impartially.”</i></p>			
How I act in accordance with the rules:			
<p>7.1 of the above mentioned Principles state that you should not act where there is a conflict of interest. As the attached telephone attendance note confirms, when taking new instructions it is important to ensure there is no conflict of interest. I always perform a conflict search as soon as possible to ensure there are no potential conflicts that would prevent us from acting. In this situation, my firm already acted for the Defendant and so there was a conflict of interest. I explained this to the client and gave her advice about seeking alternative representation.</p>			
Reflection and evaluation			
Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.			

I have a duty to ensure that there are no conflict of interest when taking on new client instructions. It is vital to quickly determine whether or not there is a conflict so I can comply with the Code of Conduct.

Date work completed: (i.e. evidence date)	17/05/2019	
Applicant's Name Please print name	Applicant's signature I confirm that the work within the evidence is my own work	Date
[Redacted]	[Redacted]	29/03/2020
Supervisor's Name Please print name	Supervisor's signature I confirm that I supervised the applicant's work referred to within the logbook sheet and the evidence	Date
[Redacted]	[Redacted]	06/04/2020

FILE NOTE

Date: 17/05/2019
Re: New Enquiry - [REDACTED]

Name: [REDACTED]
Address: [REDACTED]
Telephone: [REDACTED]
Accident: 01/04/2018

Client explains that she was using the toilet in the [REDACTED] Town Hall, which is her usual place of work. When she flushed the chain which was located on a box above the toilet the entire box came off the wall and fell on her head causing her injury.

At this point I performed a client search as the proposed Defendant is local. The conflict check confirmed that we do act for the Defendant.

I explained to the client that unfortunately there is a possible conflict of interest and as such we would not be allowed to act.

I gave the client details of The Law Society and APIL so she can locate and alternative lawyer. Limitation advice was also given.

[REDACTED]