



Recognised Body Code

Outcomes-focused

Only those bodies able and willing to deliver the *Code of Conduct's Outcomes* are recognised as ***CLC Recognised Bodies***.

Delivering these *Outcomes* requires all **Recognised Bodies** and their stakeholders to act in a principled way in accordance with the **6 Overriding Principles**:

1. **Act with independence and integrity;**
2. **Maintain high standards of work;**
3. **Act in the best interests of your *Clients*;**
4. **Comply with your duty to the court;**
5. **Deal with regulators and ombudsmen in an open and co-operative way;**
6. **Promote equality of access and service.**

This Code is in place to help ensure ***Recognised Bodies*** meet these responsibilities.

Recognised Body Code

In this Code 'you' refers to ***Recognised Bodies*** regulated by the **CLC**, except where 'you' is provided under the heading of a designated role in which case the 'you' refers to that role. Any stakeholder in the ***Recognised Body*** must not act or fail to act, nor permit anyone else to act or fail to act in such a way as to amount to a breach of this Code.

Governance and operational arrangements

Principles

1. You ensure all ***managers*** and ***employees*** understand and comply with their regulatory responsibilities and do not compromise the body's duty to the Court or Client.

2. You enable the **Managers** to discharge their regulatory responsibilities.
3. You enable **Authorised Persons** to comply with their own regulatory responsibilities.
4. You **systematically** prevent, identify and address **improper influence**, allowing independence to be maintained and the rule of law to be upheld.
5. You provide a mechanism by which staff can identify regulatory concerns, and any finance-related concerns to any **Manager**.
6. You operate **complaints**-handling procedures which consider **complaints** about the **Recognised Body** and any of its **Managers** or **employees**.

Specific Requirements

7. You have at least one **Manager** and have applied for/obtained CLC approval of any such individual.
8. At least one **Manager** has experience and qualifications appropriate to the body's profile.
9. At least one **Manager** is a member of the senior management team.
10. You provide at least one **Manager** with access to the **Recognised Body's managers** and staff and the CLC whenever necessary and their views are taken into account and the recommendations taken forward wherever possible.
11. You specifically authorise at least one **Manager** to dissent from collective responsibility when reporting to the CLC.
12. You ensure the at least one **Manager** is notified of any 'fit and proper' issue concerning any **owner**, or Authorised Person.

Business arrangements

Specific requirements

13. You have at least one Authorised Person, authorised to provide each **reserved legal activity** the **Recognised Body** delivers.
14. You do not employ any person disqualified from being employed by a CLC Body or any person who is not fit and proper.

Manager

Principles

15. You understand the regulatory responsibilities of the **Recognised Body**.

16. You act upon regulatory responsibility concerns raised by staff.
17. You keep up- to-date with legislative and regulatory requirements through targeted Continuous Professional Development.
18. You ensure Authorised Persons employed by the body are fit and proper.
19. You report to the CLC any governance concerns including *improper influence*.

Specific Requirements - of the Individual

20. You are an Authorised Person in relation to one or more *reserved legal activity*.
21. You are a 'fit and proper' person and declare to the **Recognised Body** and the CLC any factors affecting this.

Specific Requirements – of responsibility

22. You ensure the **Recognised Body** complies with CLC *regulatory arrangements* and any *authorisations, permissions* and *conditions* on its Certificate of Recognition, **promptly** reporting any breach to the CLC.
23. You ensure Authorised Persons are able to comply with their regulatory responsibilities, **promptly** reporting to the CLC any breach of this.
24. You ensure that no **Non-Authorised Person employee** causes or substantially contributes to the **Recognised Body** or any of its *employees*, breaching any regulatory responsibility, **promptly** reporting to the CLC any failures to comply.
25. You ensure you are informed **promptly** of any circumstance identified under the CLC Notification Code.
26. You protect client money and assets at all times.
27. You provide administrative arrangements to support the maintenance of high standard of work
28. You ensure the **Recognised Body** complies with the CLC's treatment of money requirements, **promptly** reporting any breach of these.
29. You ensure that proper records are maintained to evidence the **Recognised Body's** management and supervision arrangements and how they are applied
30. You **promptly** report to the CLC when the body is in financial distress or is at significant risk of becoming financially distressed.