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this manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures the book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems the book contains numerous sample forms and documents as well as extensive bibliographies a cd containing the entire text of the manual is included allowing customization of the manual for particular user needs

the past ten years have seen local government in the uk facing two major challenges to survive in the face of thatcher government hostility and to adapt to enormously powerful forces of economic restructuring which have also been encouraged by government policies the key aspects of these changing fortunes of british towns explored in this important new book is the ability of individual localities to exercise any control over their own growth and decline place policy and politics examines local political initiatives seeking to influence economic and social development in seven sharply contrasting localities ranging from the outer council estates of merseyside to the boom towns of cheltenham and swindon throughout their analysis the contributors drawn from a wide range of social science disciplines address the vital questions in the debate over local policy initiatives including to what extent are localities able to harness trends in the national and international economy to provide jobs and a better standard of living for their inhabitants why do local authorities vary in their capacity to initiate economic policy to what extent do national urban and other policies inhibit or encourage their efforts how might central government modify its policies to facilitate the prospering of localities

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this book offers the first comprehensive comparative and coherent perspective on parliamentary candidates in contemporary representative democracy based on the unique database of the comparative candidate survey project which interrogated parliamentary candidates in more than 30 countries it fills a significant lacuna by focusing on the thousands of ordinary candidates that participate in national elections it examines who the candidates are in terms of their socio demographic background and political career patterns how they were selected by their parties what their policy preference

are and whether these are congruent to those held by their voters who they seek to represent and how they intend to do so once elected and what their visions are on representative democracy and party government last but not least it investigates how they go about reaching out to their potential voters during the election campaign this book will be of key interest to scholars and students of political parties and party politics political elites political communication political participation elections theories of democracy and representation legislative studies voting behaviour and more broadly to european politics as well as to political and policy professionals throughout europe

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