Sharing Legal Services:
From Inception to Implementation

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Sharing Legal Services

- **Project Inception**
- **Partnership for sharing services**
- **Feasibility Study and Business Case**
- **Timescales for Implementation**

Project Inception

Original proposal from amhec

Collaboration between AMHEC and Guild HE members

Lead Institution York St John University

Building on existing networks and links

Feasibility study managed by aspect management consulting

Partners

amhec
The Association of Managers in Higher Education Colleges & Universities

Distinction and Diversity in Higher Education
GuildHE

JISC advance

JISC legal information

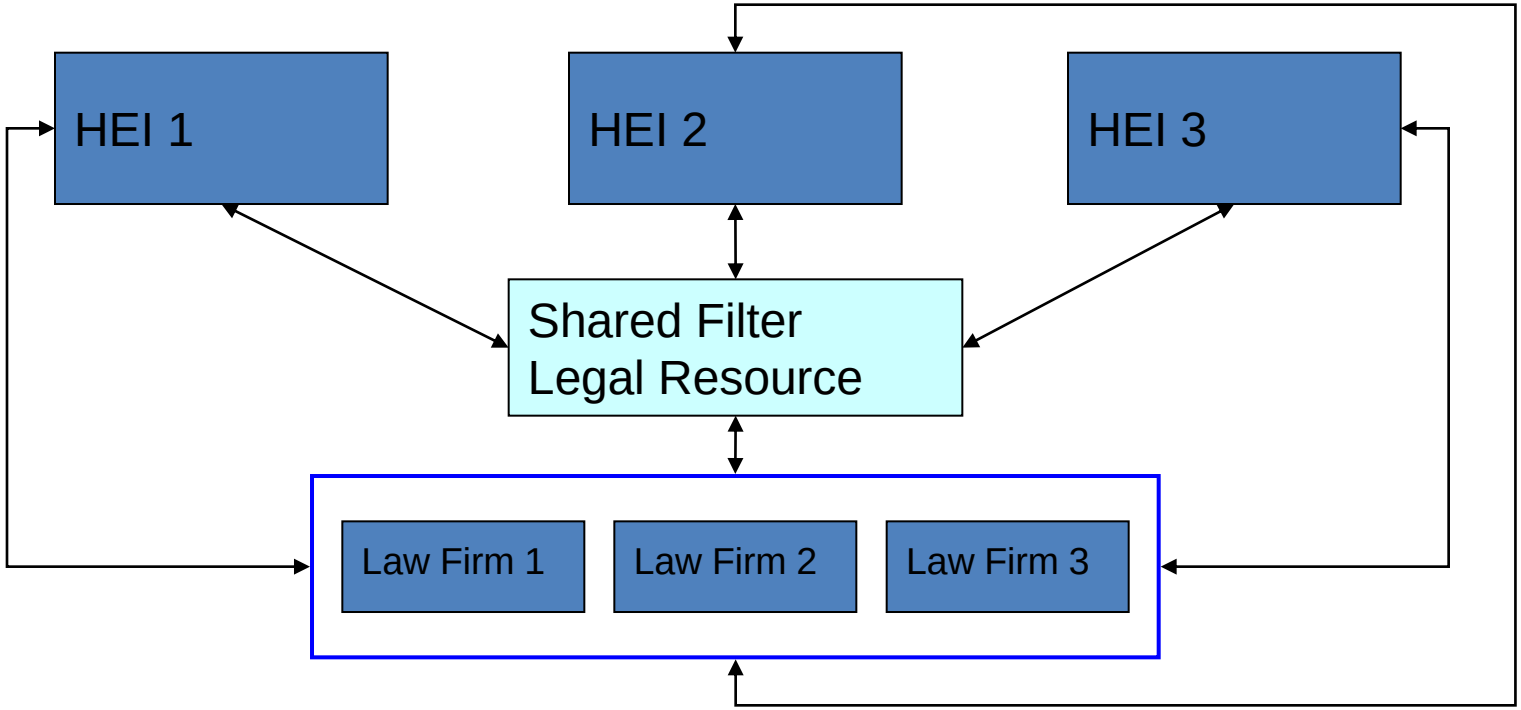
HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND hefce

aspect management consulting

Feasibility Study and Business case

- **Survey sent to 32 HEIs in AMHEC/Guild HE**
- **Analysed the surveys**
- **Developed a preferred shared service model**

Shared Legal Services Model



Shared Filter Legal Resource

- **Entered discussions with JISC Legal**

- **JISC Legal has track record of providing Legal support to the HE and FE sectors**

- **Known sector ‘brand’**

New Service to provide:

- **Research up to eight areas of law (including legislation, court cases, guidance etc) and likely impact on partner institutions**

- **Deal with up to 300 enquiries per year (some submitted by two or more HEIs collectively) referring to legal panel as appropriate. An appropriate Service Level to be agreed**

- **Produce FAQ's were appropriate from these requests and the guidance given back to HEIs**

New Service to provide (continued):

- **Produce appropriate news items plus other updates as appropriate**

- **Produce appropriate guidance, (up to six per year) through a range of media**

- **Maintain appropriate service web pages/site**

- **Appropriate dissemination, communication and marketing activities**

New Service to provide (continued):

- **Appropriate staff development activities – maintain minimum level required by relevant Law Society**

- **Appropriate administrative, financial and management activity including billing and subscriptions**

- **Reports as appropriate to Implementation/Management Group**

Lawyers Panel

- **It is anticipated that 50% of the total HEI's legal expenditure will be incurred via a 'lawyer's panel'**

- **JISC Legal will be responsible for facilitating and managing the lawyer's panel as part of the new service**

- **Preliminary feedback from lawyers would suggest that 20% savings on fees could be achieved using this joint procurement approach**

Staffing & Management

- **Staffing**
  - **1 Senior Solicitor/In house counsel**
  - **1 Junior Solicitor/In house counsel**
  - **1 Administrator/Secretary**

- **Operational management - JISC Legal**

- **Project Management – Aspect/HEFCE/JISC Advance**

Summary of Benefits

- **Shared legal resource providing a range of legal services at fraction of cost for appointing ‘in house’ legal staff**

- **A range of dedicated ‘on call’ legal services**

- **Joint development and procurement of legal services**

- **Potential annual savings of c£100k in year 1 rising to c£272k in year 5 (low end scenario)**

- **Key opportunity for AMHEC/Guild HE members to receive ‘first call’ service followed by sector wide service**

Financing and costs

- **Service is financed on low charge subscription basis**
- **3 year sign up during initial pilot phase**
- **First year's subscription free to optimise the service**
- **Subscription fees offset by savings from lawyers panel fee reductions**
- **HEFCE provide significant element of financing for pilot phase**

Timescales for implementation

- **Final project report submitted to HEFCE – March/April**
- **Secure HEFCE funding for pilot phase – Summer 2010**
- **Determine detailed legal services to be delivered by JISC, agree SLA and contracts – Ongoing**
- **Advertise and recruit JISC legal posts – Early 2011**
- **Commence service delivery – Summer 2011**

Issues for consideration

- **Timescale from inception – work commenced in 2008**
- **An initial assessment of probability of creating a shared service (there needs to be ‘a problem’)**
- **Initial partners need to be committed (champions)**
- **Defining the role of partners (service provider/customer)**
- **Managing expectations and negotiating the details of the service**
- **Cost of service/who meets initial start up costs?**

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Questions?

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