



Legal Services Framework Agreement 2014 – 2017

- 1 The University has in place a framework agreement for the provision of legal services. The agreement has effect from 01 August 2014 for three years with the option to extend it for a further two years subject to a satisfactory review of performance and costs. A decision will need to be taken in the summer of 2016 about whether to extend the framework agreement, retender, or take another approach altogether.
- 2 The framework is divided into seven categories of advice. The areas of law and types of activity which might typically fall under each category are listed in the appendix. The University has appointed four firms to a ranked panel for each category, as follows.

	DWF	Addleshaw Goddard	Eversheds	Weightmans
1. Corporate & Finance	2	1		3
2. Students	1	3		2
3. Employment & Pensions		2	1	3
4. Commercial	1	2		3
5. Intellectual Property Rights	1	2		3
6. Property, Estates & Construction	2	1		3
7. Information compliance	1	2		3

- 3 The University calls off work against the framework by either:
 - (a) instructing the first-ranked firm. Where that firm cannot act, the second-ranked firm is instructed, or, if necessary, the third-ranked firm;OR
 - (b) re-opening competition between the firms that are party to the framework agreement.
- 4 Whilst it is anticipated that routine legal work will normally be allocated under 3(a), the option to reopen competition is a valuable one which will assist in securing value for money. It is expected that 3(b) will be especially useful where the work is of high value, entails a higher level of risk, and/or crosses two or more categories. The process for reopening competition is not onerous: a scoping document should be issued inviting each firm to submit by a specified date a statement explaining how it intends to approach the work together with a fixed price quotation. Each firm's submission should be evaluated on the basis of price and quality. The firm most closely meeting the University's requirements overall may be appointed. Advice on reopening competition should be sought from the Head of Legal in advance.
- 5 The University has a central budget for legal services which is managed by Head of Legal. Except in exceptional circumstances, all new instructions should be discussed with the Head of Legal in advance. The following colleagues are authorised to instruct the legal services firms:

- Professor Peter Slee, Vice Chancellor;
- Ros Mason, Head of Legal
- Caroline Thomas, University Secretary
- Gemma Busfield, In House Lawyer
- Kathryn Giddings, Compliance and Casework Manager;
- Tracey Lancaster, Deputy Vice Chancellor (Resources);
- Phil Harrison, Director of Finance;
- Natalie Saunders, Director of Human Resources;

6 The firms' client relationship partners to whom instructions should be addressed are as follows:

- **Addleshaw Goddard LLP**

Joe Wilkinson, Partner
 E: joe.wilkinson@addleshawgoddard.com
 T: 0113 209 2332
 M: 07775 586366

- **DWF LLP**

James Westwood, Associate
 E: James.Westwood@dwf.law
 T: 0113 204 1666
 M: 07927 571 562

- **Eversheds**

Diane Gilhooley, Partner
 E: dianegilhooley@eversheds.com
 T: 0161 831 8151

- **Weightmans LLP**

Martin Vincent, Partner
 E: martin.vincent@Weightmans.com
 T: 0161 214 0553

Appendix: Legal services framework category descriptions

- 1 Corporate and finance**
 - Corporate governance and constitutional matters
 - Charity law
 - Company law and company secretarial advice
 - Formation of corporate entities
 - Company / business acquisitions and disposals
 - Joint ventures
- 2 Students**
 - The University-Student contract
 - Complaints and litigation
 - Disciplinary matters
 - Fitness to practise and professional conduct
- 3 Employment and pensions**
 - Employment law
 - Equality and diversity
 - TUPE
 - Pensions
 - Health & safety
 - Organisational change
 - Outsourcing / contracting out
- 4 Commercial**
 - Sale of goods and supply of services
 - Public procurement
 - Collaborative activities
 - Exploitation, assignment, licensing of intellectual property rights
 - Confidentiality
 - EU law and funding
- 5 Intellectual property**
 - Trademarks advice and registration
 - Patents advice and prosecution
 - Copyright advice
 - Design rights advice and registration
- 6 Property, estates, and construction**
 - Acquisitions and disposals
 - Leases, licences, conveyancing
 - Landlord and tenant matters
 - Site / property development / redevelopment
 - Construction contracts and procurement
- 7 Information compliance**
 - Freedom of information
 - Data protection
 - Records management