

Item No	Classification: Open	Date: 07/07/2010
To	Cabinet	
Report title	Gateway 1 - Procurement Strategy Approval Southwark and Lambeth Barristers Framework	
Ward(s) or groups affected		
From	Cabinet Member for Finance and Resources	

FOREWORD – RICHARD LIVINGSTONE, CABINET MEMBER FOR FINANCE AND RESOURCES

This report asks the Cabinet to approve the procurement strategy for the inter-borough Barristers framework arrangement for Southwark and Lambeth. It is the first decision that the Cabinet will take to work more closely with one of our neighbours and as such is in line with the new administration's priorities to find innovative ways to find financial efficiencies through joint working with other South London authorities. As Cabinet member, I am asking that Cabinet, after consideration, approve this decision at the meeting on 7 July so that we can proceed along the timescale agreed with our colleagues in Lambeth.

RECOMMENDATION (S)

1. That the Cabinet approve the procurement strategy outlined in this report for an inter borough Barristers framework arrangement serving Southwark and Lambeth extending over a period of 4 years.
2. That the Cabinet recommends that the Leader of the Council delegate approval to the Cabinet Member for Finance and Resources or the Strategic Director of Communities, Law & Governance, whichever is the most expedient, to award the framework contract for the reasons noted in paragraph 11 of this report.
3. That the Cabinet approve a reserve position for the development of a unilateral, 'Southwark only' framework in the unlikely event that the partnership with Lambeth Council does not proceed as envisaged.

BACKGROUND INFORMATION

4. Barristers are currently commissioned on a spot purchase basis from barristers' chambers. Legal Service professionals tend to use a selected number of chambers but there is no agreed fee structure across the division. In this respect, fees vary widely from £150 for advocacy on a possession case to £750 for a full day at court. Expenditure on Barristers fees amounted to £1.35 million in 2007/8, £1.6 million in 2008/9 and at the time of writing this report on the 22nd June, it is estimated that spend will be in the region of £1.5 million when accounts are closed for the last financial year. This figure covers all expenditure incurred by Southwark's own in-house legal team where the specialist legal advice of barristers is required but does not however take account of spend on barristers commissioned through external solicitors on particularly complex cases such as the cemeteries investigation. The table below sets out spend on barristers across Legal Services with the highest spend represented by the Children and Adults team, explained by several factors including, Southwark handling the highest proportion of child protection cases in London.

Counsel spend 2009/10 as of January 2010

Section	£
Planning litigation	£56,977
Housing litigation	£439,404
Children and adults	£471,330
Property	£3,209
Contracts	£8,771
General litigation	£ 146,555
Constitutional	£9,774

Summary of the business case/justification for the procurement

5. The overall aim of this exercise is to procure an inter borough barristers framework in order to achieve significant reductions in the £1.5 million per annum associated with the commissioning of Barristers services while at the same time improving on the already high quality of legal advice provided. Three main outcomes have been identified for this project;
 - Reduce the cost of procuring barristers services in Southwark with a target reduction of initially £55K for 2010/2011 and a further £100k¹ per annum by securing more competitive rates and economies of scale.
 - Create better visibility of where and how spending takes place in order to improve service planning across Legal Services by introducing robust performance management controls.
 - Helping to provide career and development opportunities for Southwark's own in-house legal team by including the provision of 'soft-benefits' such as training within the evaluation criteria.
6. This exercise is part of a wider programme to deliver major cost savings and service improvements across Legal Services which include;
 - Empowering existing legal services professionals to take on more advocacy work in the courts by including the scope for additional training/secondments etc, arising from the tender.
 - Negotiating interim fee structures with barristers currently commissioned by Legal Services.
 - Recruiting 3 in-house advocates to undertake child protection work in the family courts.
 - Working with Legal Services clients across the Council to make the most effective use of spend on legal services.

MARKET CONSIDERATIONS

7. Current arrangements have allowed significant flexibility in matching those chambers with the kind of specialist advice needed for Southwark's extremely diverse legal case load. However there are considered to be opportunities for making these more systematic and cost effective. The potential collaboration of Southwark and Lambeth in developing a shared framework agreement means that the implementation costs are shared and the scope for greater market competition and efficiency savings is increased.

Proposed Procurement route

8. Although the estimated value of the contract exceeds the EU threshold for services, this service is classified under service category 21, 'legal services' which is defined under the EU directives and regulations as a part B service and therefore is subject only to the requirements for technical specifications and the despatch of contract award notices to the OJEU. It is proposed that this procurement will be subject to a competitive tendering process using the restricted route.

¹ Based on research on the experience of other local authorities part of similar framework agreements.

Options for procurement including procurement approach

9. Several options were looked at identifying a preferred procurement approach. These included:
- **Joining a pre-existing framework agreement:** Officers considered joining one of a number of framework structures in London and looked closely at the option of becoming an associate member of the London Boroughs Legal Alliance LBLA. This option had immediate advantages of being able to be put into effect without a complex tendering process and had merits in terms of short term expediency but was not considered to offer sustainable long term benefits since it was soon to expire.
 - **Develop a Southwark only framework:** This option would provide the Council with maximum control in developing a 4 year framework that would be completely tailored to what was right for Southwark. However it was felt that a unilateral approach, while delivering savings would not have such great economies of scale on the part of barristers chambers that may therefore not be able to quote as competitive fee rates as might have been the case in a shared procurement exercise.
 - **A framework developed in partnership with or is open to another local authority to join:** The option of a framework developed in partnership with another authority was based on securing maximum savings by offering barristers chambers the opportunity to bid on the basis of potentially receiving greater volumes of work. The current partnership with Lambeth emerged after a call to other London boroughs initiated by the Head of Southwark's Legal Services. Discussions with Lambeth have been taking place since January 2010, with Lambeth being equally keen to take the advantages of potential cost savings which a joint procurement would bring. Estimated to be just under £1million, spend on barristers' services in Lambeth is lower than in Southwark. However as a neighbouring borough with a very similar range of socio-economic issues, there is much in common in terms of the areas of legal work undertaken. There is now joint agreement between both authorities to the arrangements and timescales set out in this report for delivering the framework. This includes sharing procurement costs and a commitment to introducing the necessary systems and processes to ensure it delivers identified outcomes. Officer colleagues in Lambeth obtained authorisation to proceed from their Departmental Procurement Board on the 19th May with a Gateway 1 business case report approved at their Strategic Procurement Board on the 26th May 2010.

Identified risks and how they will be managed

10. While representing good practice a shared procurement exercise between two authorities is complex. Risks and mitigating action identified are set out below.

Risk	Mitigating Action
Possible delays which may arise from joint working with another local authority	Establishment of strong governance structures between Southwark and Lambeth at head of service level, adoption of core Prince 2 principles and introducing robust project controls.
Procurement exercise fails to meet quality thresholds or recruitment is unsuccessful	All reasonable steps are being taken to ensure this procurement exercise is successful. This includes significant consultation with finance, procurement and contract lawyers within legal services in both authorities to ensure procurement/contract best practice is observed as well as testing the market via Southwark's interim fixed fee initiative. In the unlikely event that the recruitment is unsuccessful, the fall back position is to revert to barristers who form part of the LBS interim fixed fee initiative and continue with the introduction of performance management systems set out in paragraph 21 of this report as part of a wider review of next steps.
Lambeth having to pull out of shared procurement exercise	Reserve position for the development of a unilateral Southwark only framework set out in recommendations.
Uncompetitive fee rates submitted on return of tender	The proposal is for a threshold of maximum rates to be built into the tender exercise above which tender returns would automatically be rejected and for this to be made explicit within the tender documentation. A robust baselining exercise is taking place in both Lambeth and Southwark to establish the range of fee rates currently paid to barristers chambers for different types of work undertaken.
Framework proves too complex or bureaucratic for legal professionals to operate within	Early development of performance and contract management processes to ensure that framework is 'fit for purpose' once it is up and running. A focus on engaging with legal service clients and legal service professionals who will be expected to work within the framework once it is adopted.
Difficulty with assessing cost savings being delivered	Development of robust performance management system via the Axxia case management system.

KEY ISSUES FOR CONSIDERATION

Key Decision

11. The estimated annual cost of the framework for Southwark based on current expenditure is £1.5 million per annum for a period of 4 years, making a contract value for Southwark of £6 million. As the estimated contract value exceeds £4m, this procurement is classed as strategic and therefore it becomes a key decision. However, based on the experience of savings of other frameworks in place in London, it is envisaged that costs will reduce significantly over the term of the framework agreement. To reflect the additional time which a shared procurement with another local authority takes and to allow the framework to be in place as quickly as possible to begin delivering savings within this financial year, it is proposed that the Cabinet recommends that the Leader of the Council delegate approval for awarding the framework contract to the Cabinet Member for Finance and Resources or the Strategic Director of Communities, Law & Governance, whichever is the most expedient.

Framework Overview

12. The proposal that has been developed with Lambeth is based on a framework made up of 4 panels of preferred barristers chambers who once selected as part of the tender exercise would be instructed according to a set of different fee rates for the different types of legal work undertaken set out below. The framework would handle the majority of cases where the specialist services of barristers are required, such as advocacy before the courts and tribunals, legal advice and support in the conduct of legal proceedings, including the drafting of documents, advice and generally in relation to the full range of legal work carried out by an in-house legal department. Further discussions are taking place with Lambeth on the optimum number of barristers chambers on the framework, which is likely to be in the region of 5-10 chambers per panel. Proposals are also being developed for generating additional savings from this exercise through the use of volume banding and it is expected that the framework agreement will include provisions for securing discounted rates from chambers who receive over and above certain level of work. The presumption at this stage is that fee rates, along with the partnership framework generally would be reviewed annually.

Panel	Areas of Law
Planning, property and contracts	General Local Government Law [general powers, LG finance, major transactions and projects, procurement Local Government Law [Administrative Law and Judicial Review] Data Protection and Freedom of Information Commercial Property, Compulsory Purchase Orders and Stamp Duty Land Tax Planning Highways and Traffic
Housing litigation	General Local Government Law Local Government Law [Administrative Law and Judicial Review] Housing including Judicial Review
Children and adults	General Local Government Law Local Government Law [Administrative Law and Judicial Review] Childcare, Adoption and Fostering General Social Services Law Mental Health Education including Judicial Review
General litigation and employment	General Local Government Law Local Government Law [Administrative Law and Judicial Review] Employment, TUPE and Pensions Criminal Litigation and prosecutions Licensing and gambling Civil Litigation other than litigation covered under another category Human Rights and Equalities

Other Boroughs wishing to join the framework

13. It is proposed that the framework is open to other local authorities to join through an access agreement but this would be on the basis of a secondary partner with Lambeth and Southwark acting as lead authorities in managing the framework and determining broad policy for its future development. The main benefit of having more boroughs participating in the framework is the scope for a greater volume of business on the part of barristers chambers and therefore the opportunity to secure more favourable fee rates on the behalf of participating local authorities. Further discussion is taking place with Lambeth to identify an appropriate annual administration charge for joining the framework.

Governance arrangements for developing and managing the framework

14. A project board has been set up to oversee the procurement and implementation of the framework and had its first meeting on the 9th of June 2010. In this respect, and with the intention that it meets quarterly, the board represents the respective agreement by Lambeth and Southwark to the successful, resourcing, delivery and subsequent operation of the framework. The board is jointly chaired by Southwark and Lambeth's respective Head of Legal Services with membership including senior legal and procurement professionals from both authorities. Specific roles and responsibilities include:
- Oversight of the framework to ensure delivery of stated outcomes and benefits.
 - Signing up to a joint timetable for procuring the framework.
 - Obtaining the necessary Gateway1 [approving the procurement process] and Gateway 2 approvals [approving the contract award].
 - Identifying relevant officers and resources to support the development, implementation and subsequent contract management of the project.
 - Jointly participating in the preparation of evaluation criteria, evaluation of tender returns and subsequent selection of barristers chambers to framework panels.
 - Agreeing the operational manual and meeting obligations set out in the manual with regards performance management of the framework and proposals for improving its operation.
 - To have oversight for the overall management of the framework once it is in place, including reviewing the performance of individual barristers chambers who are part of the framework.
 - Reviewing the performance of the framework and determining broad policy for its future development.
15. An internal project group has also been set to support the project by providing expert input around technical issues and reaching an agreement on how key aspects of the framework will be approached as far as Southwark is concerned. Membership of the project group includes senior managers of Housing & Environment and Children's Services as key legal service clients. This group is now meeting on a six weekly basis.

Development of the tender documentation

16. The development of tender documentation will be jointly carried out between the project manager and Lambeth's Senior Contracts Lawyer. Key documents that will make up the tender package include;
 - The tender specification which would set out the services to be provided within the framework contract.
 - Pre-Qualification Questionnaire based on the past experience of barristers chambers as a means of shortlisting applications considered suitable to be invited to tender
 - Invitation to tender to chambers wishing to be part of the framework.
 - Instructions to tender to guide prospective applicants through the procurement process [including fee rate thresholds].
 - Terms and Agreement which set out the formal terms and conditions under which prospective barristers chambers need to sign up to the framework if successful [including fee rates discounts via volume banding].
 - Form of Tender to enable chambers to set out their intention to meet the terms and conditions of the framework agreement.
 - Method Statement setting out hypothetical questions to be answered relating to specific areas of local government law to enable chambers to demonstrate their suitability to be on the framework.
17. Officers within Southwark and Lambeth have developed a fee schedule as part of the tender documentation. This is based on a set of fixed fee rates for representation by barristers of different levels of seniority and experience at different types of court. The fee schedule will be used for i] for the purposes of the tender exercise and ii] will form the basis for the instruction of barristers chambers once the framework has been formally adopted.

Advertising the contract

18. It is proposed to run the tender via open competition with the framework being advertised in relevant trade journals such as the Law Society Gazette and Counsel Magazine. There is a formal agreement that costs for advertising the procurement exercise will be shared between Lambeth and Southwark.

Evaluation

19. Tender Evaluation Panels will be structured around the 4 panels. It is proposed that principal lawyers from both Lambeth and Southwark will be jointly responsible for evaluating tender returns. The evaluation methodology including criteria, weighting and any sub-weightings are being further developed with a view that these are agreed by the Project Board. Current proposals under development are based on a split of 60 % cost and 40 % quality which takes into account the fact that barristers have to reach a high standard of expertise and training to reach the bar, rather than suggesting that the quality of legal representation is less important than considerations of cost.

Plans for operating within the framework

20. A framework protocol is being developed to instruct legal services and govern the operation of calling off barristers chambers under the framework. Detailed proposals for how the framework will operate on a day to day basis will be subject to the approval of the board. Broad principles are based on instructing the most competitive chamber for a particular piece of work and creating a system for instructing barristers chambers which is as simple as possible to use by legal services professionals. It is not proposed to introduce mechanisms which automatically guarantee that all chambers on the framework receive work. For the purposes of effective performance/contract management, it would be mandatory for all orders to be inputted into Lambeth's and Southwark's respective legal case management system. A 'workflow' IT application based on drop down menus has already been devised to enable this to happen. Consideration of cost will also extend to seniority of barristers and the system for placing orders will be weighted towards the use of less senior/expensive barristers [e.g. barristers with 1-5 call rather than more senior barristers]. The expectation is that the framework would handle the vast majority of cases where the services of barristers are required. However it is recognised that there will be some instances, where cases, due to their complexity, will need to be agreed outside of the framework. The current view is that authorisation for such cases would normally be sought from the Head of Legal Services.

Plans for the monitoring and management of the contract

21. The framework protocol will set out details for the overall management of the framework and is based on the role of contract and performance management being jointly shared between Lambeth and Southwark. All information relating to the framework would be held on a shared Southwark/Lambeth drive. This will include original procurement information as well as the framework agreement/contract, minutes of board meetings etc. Although Lambeth and Southwark use slightly different management systems, both systems have the capacity to collect and interrogate exactly the same data sets. A system of monthly, quarterly and annual reports is therefore being developed to provide the partnership board and individual partner authorities with the necessary information to carry out effective performance management of the framework, particularly in terms of how it is achieving savings : Reports that will be generated include :
- total spend on barristers.
 - spend on barristers per barristers chamber.
 - spend on barristers per area of law, i.e child protection, housing litigation, planning.
 - KPI's on performance at court/defending Council's interests.
 - KPI on customer care i.e. submission of fee notes and invoices.
- Responsibility for maintaining framework information overseeing management systems and supporting the partnership generally will with the Business Managers in Southwark and Lambeth with specific details on how these will be split to be further developed. It is also proposed to nominate principal lawyers from both authorities to act as leads for each of the 4 panels with responsibilities to include, liaising with barristers chambers that form part of the framework and to escalate issues of concern/potential improvement to the partnership board.

Procurement project plan [key decision]

22. Set out below is a project plan for the framework. While Southwark and Lambeth have different internal decision making processes for considering and agreeing the development of the framework, the project plan is based on the tendering exercise being carried out as a joint undertaking with view to awarding the framework contract in late November 2010.

Activity	Complete by:	Lambeth Timetable
Forward Plan (if Strategic Procurement)	10/04/10	n/a
CCRB Review Gateway 1: Procurement strategy	20/05/10	Departmental Contract Review Board GW1 19/05/10
Agenda Planning	17/06/10	Strategic Contract Review Board GW1 14/06/10
Deadline for final reports	28/06/10	Departmental Review Board GW2 07/07/10
Approval of Gateway 1: Procurement strategy report (this report)	07/07/10	Strategic Contract Review Board GW2 21/07/10
Tender documentation complete	16/07/10	Joint timescale with LBS
Decision Implementable	16/07/10	Joint timescale with LBS
Advertise the contract	26/07/10	Joint timescale with LBS
Return of Pre-qualification questionnaire	6/09/10	Joint timescale with LBS
Completion of shortlisting	15/09/10	Joint timescale with LBS
Invitation to tender	22/09/10	Joint timescale with LBS
Closing date for tender returns	04/10/10	Joint timescale with LBS
Completion of evaluation of tenders	29/10/10	Joint timescale with LBS
DCRB/CCRB/CMT Review Gateway 2: Contract award report	12/11/10	Departmental Review Board GW3 17/11/10
Notification of forthcoming decision (five clear working days)	14/11/10	
Approval of Gateway 2: Contract Award Report	22/11/10	Strategic Contract Review Board GW3 24/11/10
Scrutiny Call-in period and notification of implementation of Gateway 2 decision [decision implementable]	30/11/10	
Contract award	30/11/10	Joint timescale with LBS
Contract start	30/11/10	Joint timescale with LBS
Contract completion date	30/11/2014	Joint timescale with LBS

Staffing/procurement implications

23. An interim project manager, line managed by the Head of Legal Services has been appointed up until July 2010 to coordinate the work of the project, inform and update the project Board/internal project group and generally help drive the framework forward. The project manager will also be responsible for putting arrangements in place for maintaining project documentation, organising meetings and recording actions/decisions taken. This role will be absorbed into the responsibilities of the post of Legal Services Business Manager which is currently being recruited to. A senior Contract Lawyer has been identified by the Head of Lambeth Legal Services to progress the project in Lambeth, particularly in terms of working through its own decision making processes, supporting the development and evaluation of the tender and the introduction of shared performance/contract management arrangements.

Resource Implications

24. The table below sets out indicative costs for the initial procurement and setting up of the framework agreement. The role of on-going monitoring, performance and contract management will be mainstreamed to the relevant business manager function that exists within the two authorities' respective legal departments. Costs for the project as far as Southwark is concerned will be absorbed within Legal Service's operations budget.

Description	Cost in £'s
Project Management, tender and implementation	£20,000 [one off cost]
Contract Legal technical/specialist expertise	£5,000 per annum
Strategic Procurement technical/specialist expertise	£5,000 per annum
Systems development	£5,000 per annum

Community impact statement

This decision is judged to have little impact on local people, businesses and communities, particularly since Barristers Chambers are generally based outside of the Borough. However it does include the scope for 'soft benefits' such as the training and secondment of existing Southwark and Lambeth legal service personnel to Barristers Chambers to develop their advocacy skills. Legal Services are considering how the Framework could be used to support the development of future Trainee solicitors by providing the opportunity for them to spend time in Chambers as part of their training contract. Legal Services are working with Southbank University to provide placements for Law students in the 2nd year of their degree. The scheme has been in place since February this year, and it is proposed that the framework agreement could be used to provide these students with the opportunity to undertake part of their placement in Chambers.

Sustainability Considerations

26. There are no specific sustainability considerations associated with this framework.

Financial implications

27. The costs for barrister's services are met by the service departments. This procurement initiative seeks to deliver savings of at least £100k per annum for Southwark from the estimated £1.5 million spent on their services each year. Management costs for introducing the framework will be met from within Legal Service's operations budget. It is not possible to accurately estimate efficiency savings for each department but it is likely that they will be greatest for Children's Services and Housing who are Legal Services' two largest clients. Performance management systems which accompany the framework's development will create much better visibility of where and how takes place and it is envisaged that this will

help to improve service and budget planning on the part of service departments as well as provide the means for ensuring savings are being delivered. It is proposed that fee rates that make up the structure of the framework will be reviewed annually.

Legal implications

28. All legal implications are noted in paragraph 31 of this report.

Consultation

29. Developing the framework to date has included consultation with a wide range of members and officers to ensure that the framework is developed on sound foundations. This has included discussions with, senior legal personnel in Camden, Croydon, Hackney and the London Boroughs Legal Alliance and procurement specialists within the Council. The Head of Legal Services has also briefed Senior Management Teams of service departments on the project and also invited Senior Managers from Children's Services and Housing management, in their capacity as key legal Service Clients onto the project board. Managers and staff within Legal Services have also been actively engaged in developing proposals for taking the project forward. Key messages that have been received include, an emphasis on ensuring the framework is easy to use, inviting returns from a wide a field of barristers chambers as possible to ensure maximum competition and maintaining a very strong focus on post contract award, performance and contract management.

Other implications or issues

- 30.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Strategic Director of Communities, Law & Governance

31. This report seeks the Cabinet's approval to the procurement strategy for an inter-borough framework to provide barrister's services as noted in paragraph 1. As this is a Strategic Procurement (having a value in excess of £4million) then approval of the procurement strategy is reserved to Cabinet.

Contract Standing Orders require that all reasonable steps are taken to obtain at least 5 tenders following a publicly advertised competitive tendering process. This report confirms that tenders are to be sought in open competition through adverts in relevant trade journals such as the Law Society Gazette and Counsel Magazine. Legal Services fall within the category of 'part B' services under the Public Contract Regulations 2006, so there is no requirement to tender these contracts in accordance with the full application of those European regulations. It is however necessary for the council to comply with the general EU principles regarding transparency and non-discrimination. Cabinet is advised the tender process proposed would satisfy those general EU requirements.

The Cabinet is also asked to recommend that the Leader delegates approval to the Cabinet Member for Finances and Resources or the Strategic Director of Communities, Law & Governance to approve award of these contracts for the reasons noted in paragraph 11. The Cabinet is advised that the Leader has the power to delegate to either Cabinet Member or Director under Section 14 of the Local Government Act 2000 (as amended).

Finance Director

32. This report seeks Cabinet approval for a strategy for an inter authority framework arrangement with Lambeth, for the procurement of Barristers Services for a period of four years from 30th November 2010.

The current costs for barristers are around £1.5m, this procurement seeks to deliver savings of at least £100k per annum over the four year period. These savings should be reflected in the 2010/11 revenue monitor and the 2011/12 to 2013/14 budget setting process.

As this is a cross-cutting contract affecting most, if not all, departments, the contract award proposals at GW2 should be notified to all Chief Officers for comment. Careful management of the framework will be required to ensure that work is commissioned within budgetary constraints, budgets and spend are closely monitored, and that the savings are achieved as planned.

Head of Procurement

33. This report seeks approval from the Cabinet for the procurement strategy for an inter borough barristers framework agreement for the period of 4 years. The proposed procurement route is in line with the Councils contract standing orders (CSO's) and procurement guidelines for a strategic procurement.

The recommended strategy is for the framework to be developed in partnership with a neighbouring borough, Lambeth in order to secure greater efficiencies through increasing buying power.

With an inter borough arrangement it is vital that the governance arrangements are clearly defined and the timeline for gaining internal approvals within each of the organisations is aligned. Paragraph 14 confirms the governance arrangements and the procurement project plan shown in paragraph 22 demonstrates synchronised timelines.

The report confirms that a joint project board has been set up and will be responsible for agreeing all tender documentation including evaluation methodology and criteria before going to market.

Setting up and managing a framework requires additional up front work to detail the operational procedures etc. An operational guidance manual will need to clearly define how work will be ordered through the framework arrangement and this will need to be included as part of the tender documentation. Paragraph 20 confirms that this work is underway.

Southwark has previous experience of setting up inter borough frameworks and lessons learned are being shared through the ongoing support being provided by the corporate procurement team.

KEY POINT SUMMARY

- This procurement will follow a strategic protocol
- This contract is for services and is replacing an existing provision
- There will not be EU procurement implications

BACKGROUND DOCUMENTS

Background Documents	Held At	Contact
Highlight report Risk log Barristers Framework briefing paper	Communities, Law and Governance	Donald Forde 0207 525 1005

AUDIT TRAIL

Cabinet Member	Cabinet Member for Finance and Resources		
Lead Officer	Doreen Forrester-Brown, Head of Legal Services		
Report Author	Donald Forde, Project Manager		
Version	Final		
Dated	29/06/2010		
Key Decision?	Yes	If yes, date appeared on forward plan	12/04/2010

CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER

Officer Title	Comments Sought	Comments included
Strategic Director of Communities, Law & Governance	yes	yes
Finance Director	yes	yes
Head of Procurement	yes	yes
Contract Review Boards		
Departmental Contracts Review Board	no	no
Corporate Contracts Review Board	yes	yes
Date final report sent to Constitutional Team	29.06.10	