

Date: 27/05/2015

**FREEDOM OF INFORMATION ACT 2000 - Ref: FOI/012225**

With reference to your FOI request that was received in connection with 'Legal Fees' please see response below.

**I am writing to you from Yerra Solutions and we are writing a whitepaper on legal spend in government and to enable us to write something we require the information listed below.**

**We would also welcome the opportunity to speak with anyone in your organisation who manages Legal spend if this is a possibility.**

**Following this, I am distributing a freedom of information request to hopefully receive the following information from you:**

**Following clarification, I would like to confirm that the time period in which I am hoping to gather information from would be in the last 2 financial years.**

**What does your organisation spend on legal fees e.g. external legal advice and what is the breakdown of fees and expenses**

2013/14 - £282,032

2014/15 - £344,819

**What is the breakdown of spend e.g. what percentage of work is completed on an hourly rate basis, capped fee, fixed fee etc.**

The breakdown between fees and expenses and the % of work done on an hourly rate, capped fee, fixed fee etc would necessitate looking at every single invoice. Our estimate for undertaking this is 3 days which equates to the following

3 days = 22.30 hours

22.30 hours x £25 per hour (FOI standard charges) = £562.50

Could you please advise if you wish to have the total spend (which would incur no cost) or the break down which would cost £562.50

**Who in your organisation is responsible for managing external legal spend**

The Director of Governance/board secretary/litigation manager

The Head of HR manages the HR legal spend budget within HR.

**What controls do you have in place to manage external legal counsel spend**

Legal spend is only authorised if justified and necessary

**Do you use any of the eBilling (also known as Enterprise Legal Management or Legal Spend Management) tools (e.g. Serengetti, Mitrastech, CT Tymatrix, Datacert etc.) available in the market to manage your legal spend – if yes what are you currently paying for this system and does the vendor charge your firms to use the same**

No

**Do you use a matter management system and if yes how much do you pay for the system**

No

**How do you decide if work is completed internally or by external counsel**

If necessary and authorised

**What performance management do you complete with your external legal counsel to ensure you are receiving value for money**

The Trust does not hold this information

**What is the breakdown of spend e.g. % of time billed by partner, by senior associate, junior associate, trainee and paralegals etc.**

The Trust does not hold this information

**What is the breakdown of your legal spend by location e.g. how much work is performed in London, Manchester, Birmingham, Edinburgh, Glasgow, Cardiff, Belfast etc.**

If the Trust requests legal advice it gets something in writing or a visit from a Solicitor. We do not hold information of where the person providing the advice is located.

**How do you measure what value added services law firms provide to you (e.g. free advice, free training, free secondees etc.)**

Free training is provided; free lectures are given; free secondees are arranged on request

**Do you use external consultants advice on how to manage your legal spend more effectively. If yes, who and what have you spent with them in the last 12 months**

No