

Request for Information: Ref NCC-037736-19

Council's legal function/department

Thank you for your request for information relating to how the Council's legal function/department is established. I can now let you have the following information in response to the questions you raised.

1. A copy of the Council's latest legal framework or strategy setting out how the Council's legal function/department is established/works/ including when external legal firms are utilised; The Council's legal framework is set out in the Council's Constitution which may be found following the attached hyperlink:

<https://www.nottinghamshire.gov.uk/dms/Constitution/tabid/105/FolderID/5/Constitution-2012-13-Current-Version.aspx?Council%20Constitution> . A copy of the service commitment is also attached which identifies when external legal firms are used

2. A copy of the latest business plan for the Council's legal department; There is no current business plan for the department. A business plan for Legal Services is in development for 2019/20.

3. A copy of the Council's procedure rules/protocol for use of the Council's legal department by other departments in the Council and when external legal representation (law firms and barristers) may be used; See response to question 1 above.

4. Details of where in the Council's Constitution information on the Council's legal department and how it is used is located; Page 4-12 of the Constitution provides terms of reference for the Council's Governance and Ethics Committee which is responsible for the Legal Services. Similar to any other inhouse service, Financial Regulations 8.1.7 also sets out the requirements for use of the service by inhouse departments.

5. Details of how much was spent on external legal representation (only law firms and not barristers) between March 2017 and March 2018. External legal expenditure by Legal Services for the financial year 2017/18 was £167,259.09.

6. A copy of the last Invitation to Tender document when external legal representation was tendered for. Please find attached

7. If documents do not exist explaining how the legal function is used and when external law firms are instructed, please provide details on the following: Documents supplied