
One Legal

Shared Legal Service

Cheltenham Borough, Gloucester City,
Stroud District & Tewkesbury Borough
Councils



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Presentation to Cotswold & Forest of Dean District Councils

Areas to be covered:

- Introductions
- The One Legal journey
- Advantages of a shared legal service

Contract with Partner Councils

- What is included
 - What is excluded
 - Service Standards
 - Projects
 - Client feedback
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- Started November 2009
- Hosted by TBC
- Governance

Clients:-

- Partner Councils
 - Cheltenham Borough Homes
 - Ubico (Local Authority Waste & Street Cleaning Company)
 - Gloucestershire Constabulary
 - Gloucester City Homes
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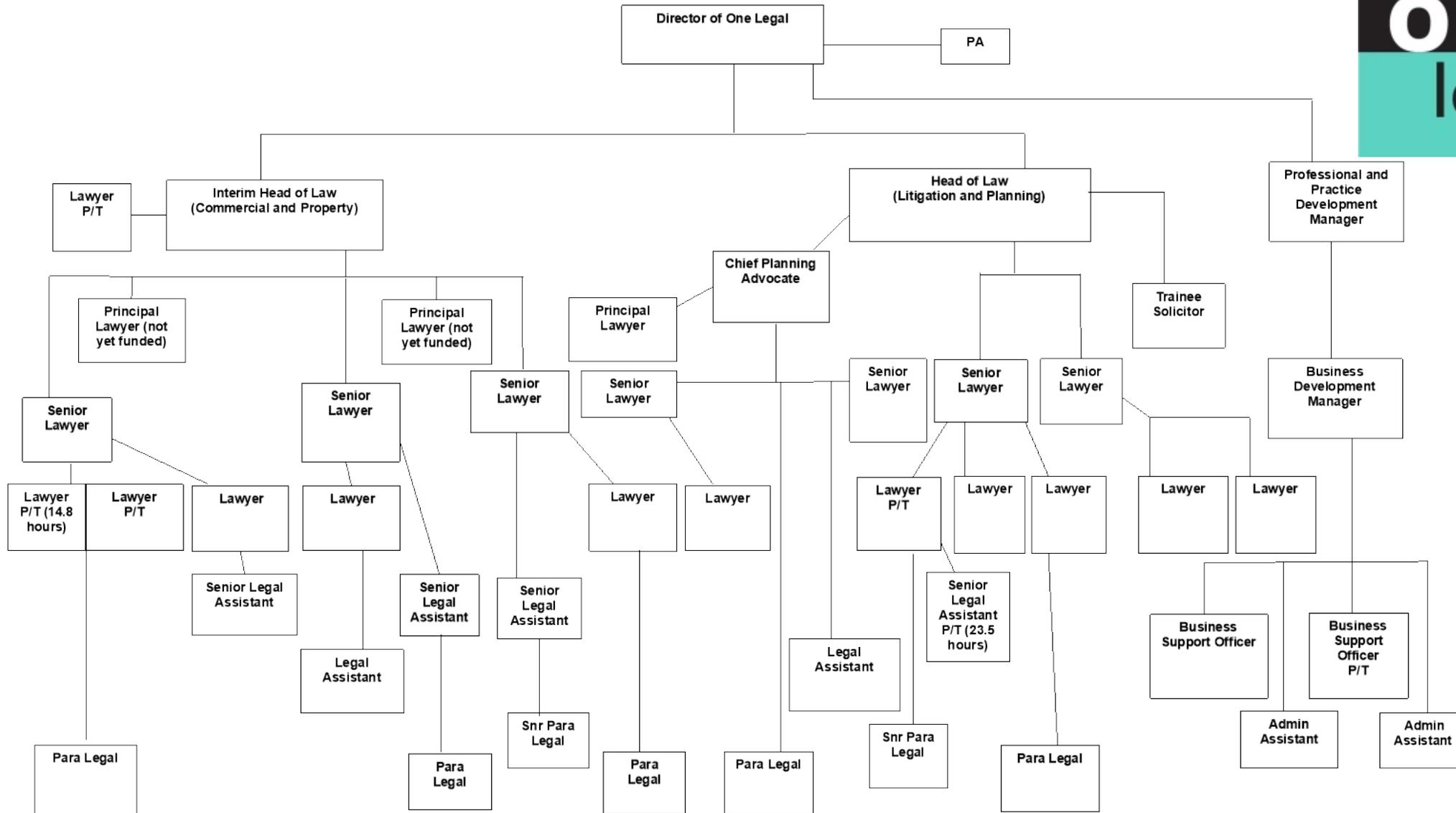
Benefits of expansion

Vision

- A multi authority shared legal service which will deliver financial savings, service efficiencies and resilience for partners

Objectives

- Greater resilience of service for all partners
 - To maximise the resource
 - Development of 'in house' expertise/specialisms
 - Provide service to other public bodies (subject to capacity)
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Contract (Section 101 Agreement) with Partners

Standard Work

- All legal services (day to day work inc. contracts/procurement, property/land transactions, planning, environmental, housing, licensing, leisure/culture, corporate) – agreed sum (legal budget)

Extraordinary Work

- Separate amount payable for non standard work carried out by One Legal or commissioned externally for work which includes:
 - Multi-disciplinary Projects
 - Planning Inquiries/Hearings for 2 days or more
 - Major contracts e.g. development/re-development
 - Work identified in consultation with senior managers
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Service Standards

Instructing One Legal

New Instructions

- Instructions to be sent to legalservices@onelegal.org.uk
 - Business Support monitor this inbox throughout the day
 - Urgent instructions to be marked as such, including reason for urgency
 - Urgent work will be given priority over other routine work undertaken for you
 - Use of template instructions forms are encouraged (e.g. for contracts, leases, licences)
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Service Standards

Instructing One Legal

Work Allocation

- New instructions are sent to the Senior Lawyer for the team to which the instruction relates
 - The Senior Lawyer reviews the instruction and allocates to a member of the team
 - Junior members of the team are supervised by senior lawyers when dealing with matters outside of their experience to develop their skills and confidence
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Service Standards

Keeping Clients Informed

- We have adopted different methods of reporting back to clients depending on their requirements
 - Reports are on a case by case basis as well as overall monitoring meetings with key clients
 - Once new Case Management System goes live, clients can check case progress themselves
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Service Standards

Outsourcing cases to external lawyers

- Aim is to keep as much work in house as possible without needing to engage locums or external firms of lawyers
 - Multi-disciplinary projects, such as regeneration schemes, will likely require specialist external lawyers
 - We will assist you with appointing the external lawyers
 - Depending on the type of project, we will look to use it as a learning opportunity for our lawyers
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Projects – Examples

- Setting up of Ubico Limited
 - Setting up of Community Interest Company for Asset Based Community Development Work
 - Finance agreements (for affordable homes and a new private rental sector initiative) between Council partner and their ALMO
 - Multi-million pound regeneration scheme initial advice
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Projects – Examples

- Outsourcing of Leisure and Culture Service – Creation of a Charitable Trust
 - Advising on preparation and examination of Joint Development Plan
 - Advising on Joint Governance Structure in respect of the Community Infrastructure Levy collected across three partner Councils
 - Setting up an Affordable Housing Partnership between Councils and other stakeholders
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Projects – Examples

- Working with the County to exchange/acquire land including for the provision of night-time parking and University Sports Arena (with community use)
 - Green initiatives schemes – cycles, decarbonisation, solar panels, pool cars
 - ESIF – Grants & Works Contracts
 - Initial advice in respect of Garden Town Project
 - Advice on Homes England Grants
 - Rail Agreements
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Testimonials

"One Legal is a service that we are proud to be associated with. It has some of the best local government lawyers in the region working for it. They are a supportive resource that we couldn't be without"

Graeme Simpson, Head of Corporate Services, Tewkesbury Borough Council

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Testimonials

“One Legal gives its partner Councils the best of both worlds. Its growing scale enables increased resilience, capability and capacity at the same ensuring that spirit of partnership working and collaboration along with the opportunity to grow third party income”

Darren Knight, Executive Director, Cheltenham Borough Council

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Testimonials

“Gloucester City Council joined the One Legal partnership in 2014. We see One Legal as our service partner and all areas of support be it commercial, property , contractual planning, and data protection have always been delivered in an excellent and professional manner. With the various demands of a City Council the service from One Legal has always been timely to ensure successful outcomes for the City”

Jon Topping, Head of Policy & Resources, Gloucester City Council

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Testimonials

“The transfer of Stroud legal services from an in house legal provision was a positive one for the authority. The business case was developed in a partnership approach and elected members were able to feed into the process. There were clear expectations from both parties on the levels of service to be expected and budgetary provision required. One Legal engaged with staff across the organisation on preparations for service transfer. Since the transfer the service has been strong and we value the opportunity for cross Council working that One Legal provides”

Andrew Cummings, Strategic Director of Resources, Stroud District Council

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Client Feedback

- “I appreciate the extensive effort you have put into turning a huge amount of data into a useful report. I am able to address the risk identified in the report and in terms of setting out a project – that’s excellent. I also know where I need to get more information which is equally perfect.”
 - “[You] have always been a massive help and source of expert guidance throughout my time at CBH – it is very much appreciated.”
 - “Sending you a big thank you for a very solid, systematic and helpful piece of work.”
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Client Feedback

- “Just to say how great Y. is. She is so helpful and understands off payroll working which helps me massively when it comes to consultants and contracts.”
 - “[A] note to say a massive thank you to all of you for the monumental hard work you put into getting us over the line ... last week. It was a major milestone on our journey to delivering this really exciting project. We should take a moment to reflect on this achievement. If the pubs were open, I would buy you all a drink!”
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- As a shared service, we can deliver legal services in a more efficient, effective and economic manner than can be achieved in each partner authority if acting alone.
 - We have strength in numbers which allows us to manage peaks and troughs more effectively.
 - We invest in our staff and recognise the value of growing our own, particularly in today's market.
 - An expanded team allows us to offer opportunities for staff to specialise and create centres of excellence.
 - Recruitment of a Practice Manager and our new case management system will allow us to further streamline processes and provide better transparency for clients.
 - Come and join us on this next leg of our journey.
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**Any
Questions?**

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