

Welcome to EMLS

2018 - 2022



Anthony Collins
solicitors

Bevan Brittan 

brownejacobson
law. less ordinary.

FREETHS

Geldards
law firm

SHARPE PRITCHARD[®]

Weightmans





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||| *Our growth is testimony to
the value we offer members* |||

Jayne Francis-Ward, EM Lawshare Chair

Welcome

Welcome to EM Lawshare! We are now in the fourth four year framework contract that EM Lawshare (EMLS) have entered into and since we started in 2006 we have grown from 13 members to over 150. Even in the space of the last four years we have doubled in size, making us by far the biggest consortium of its kind in the country.

We now have members the length and breadth of England and one in Wales! Local authorities still predominate in terms of numbers but we have a significant number of other public bodies including fire and rescue, national parks, NHS trusts and parish councils. We believe this growth is testimony to the value we offer members. Primarily this is about members having the ability to instruct firms who have acknowledged expertise and experience in public sector law at significantly discounted rates and without the need for a lengthy and time consuming procurement exercise.

However, EMLS is now about so much more. With our Partner Firms, we have developed what we consider is an unrivalled added value offer for members. Principle among these is the annual training programme of over 40 courses a year. This programme attracts over 1200 delegates a year and, to reflect our geographical growth, courses are increasingly being held outside the East Midlands and where possible via video-link. They remain free to members, as do others attractions such as the quarterly newsletter and biennial conference at a major venue with key note speakers.

These and other benefits such as the EMLS website have been embedded in our offer for some time, but we challenged the seven Partner Firms to come up with new ideas and they have responded with interesting suggestions. We will be considering these, developing the most practical and beneficial and will bring the best forward during the course of the contract.

The initial mantra in setting up EMLS was “keep it simple”. I am sure one of the attractions of the consortium, in addition to those mentioned already, is that you can use it and become involved as much or as little as you want. You don’t even have the hassle of an annual subscription.

However given the increasing size of the consortium we have recently changed & expanded the management structure to ensure its fit for purpose. Details of the current board are given on page 4 and if you would like to become actively involved please let Stuart Leslie or I know.

Jayne Francis -Ward
EM Lawshare Chair



Useful Contacts

**Training
Programme &
Members Pack**

Julie Scheller

(Freeths)

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**Website Inc.
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**General EM
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Francesca Whyley

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Elizabeth Warhurst

NW Leicestershire B. Council

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The EMLS Board

All the major decisions regarding the consortium are taken by this management board.

We meet quarterly & annually with the leads from the seven partner firms to review how the consortium is working and any new ideas for improving it. We also have a number of specialist groups which have been set up with the partner firms to advance specific aspects such as the training programme, the website and the two yearly conference.

Members are kept informed of developments by newsletters issued on roughly a quarterly basis, but if you have any ideas, queries or views on the consortium please email the co-ordinator Stuart Leslie at sl.emlawshare@yahoo.com

Instructing A Partner Firm

There are detailed provisions in schedule 3 of the framework contract, which can be viewed on the EM Lawshare website, about how to instruct partner firms. This is intended as a brief guide.

Authorised Officers

Only those officers who you've told us are authorised to instruct partner firms may do so. If you want to check who these are or add or change them your head of legal, or equivalent, should contact Julie Scheller at Julie.Scheller@Freeths.co.uk.

Deciding Which Firm to Instruct

When deciding which firm to instruct there are two main alternatives. You can either instruct one **direct** or hold a **mini competition** with two or more firms.

Direct Order

If you decide to go direct to one partner firm you should email or phone their "Key Contact" listed in the firm's entry on the website and agree with them:

- 1 What work you want them to do
- 2 Who at the firm will do the work
- 3 What the price will be or how it will be calculated

You should confirm your agreement to the Key Contact in an email or in writing. Within 2 days the instructed firm must complete and send to you an Instruction Pro Forma (see page 9).

Mini Competition

You may decide, particularly for larger pieces of work, to seek tenders from two or more partner firms. The key points to remember when conducting a mini tender are:

- 1 Draw a brief to send to tendering firms that is as comprehensive and precise as possible about what you want them to do
- 2 Email the brief to the Key Contact at the firms you have chosen to tender
- 3 Make clear to tenderers what information you want returned by the tender deadline
- 4 As a minimum you should normally ask for details of the fee earners who will carry out the work, how the work will be undertaken and the proposed fee
- 5 Make clear how and when you want the tenders returned
- 6 Give firms a reasonable time to prepare and submit their tender
- 7 Specify an officer who can be contacted (by email) to clarify any matters
- 8 Circulate any clarification queries (anonymised) and answers to all invited firms at the same time
- 9 Draw up criteria all tenders can be judged against
- 10 Open all tenders at the same time after the stated deadline for receipt
- 11 Should a firm invited to tender decide not to they should inform you before the deadline for receipt.
- 12 Once you have marked the tenders against the predetermined criteria appoint the successful firm and formally instruct them.
- 13 After you have instructed the successful firm, inform the unsuccessful firms and give reasonable feedback as requested
- 14 Within two days of being instructed the successful firm must send you a completed Instruction Pro Forma (p9)



EM LawShare Instruction Pro Forma

(to be completed by the partner firm)

Name of EMLS Member: _____
Name of Partner Firm: _____
Case Name: _____
Date Instructions Received: _____
Allocated Case Number: _____
Purchase Order Number: _____

Consortium Member Information

Legal Contact Officer	Tel	_____
	Fax	_____
	Email	_____
Client Officer	Tel	_____
	Fax	_____
	Email	_____

Legal Partner Information

Fee Earner	Tel	_____
	Fax	_____
	Email	_____
Fee Earner's Supervisor	Tel	_____
	Fax	_____
	Email	_____

Identify Main Work Area (10 Work Areas):

Description of Work / Background to matter / Any special instructions / Key Dates or Milestones

Cost Estimate _____

Conflict of Interest Check and no _____

If conflicted, please give details _____

Please e-mail completed form to Legal Officer Contact





Instructing A Partner Firm (cont.)

Instruction Pro Forma

Within 2 days of being instructed, a Partner firm must complete and send you a copy of this Instruction Pro Forma.

Fees, Hourly Rates, Invoices & Disbursements

Fees

Before any work you commission begins you need to agree with the instructed firm the basis on which you will pay them. This can be a fixed fee, capped fee or on hourly rates.

Hourly Rates

If it is to be by hourly rates then the partner firm cannot charge more than the rates for their different types of fee earner. These rates are fixed for the four years of the framework contract and are in the secure part of the website to which only members have access. They should not be disclosed to others.

Invoices

There are now very specific requirements, in schedule 4 of the contract about when invoices must be sent, to who and what information they must contain. The following is a summary.

Invoices must:

- Not be issued until the Instruction Pro Forma (page 9) for that work has been completed by the partner firm and sent to you.
- Only relate to one matter and clearly state the name of that matter and the case number allocated to it by you.
- List the fee earners who have done work on it and their hourly rates
- Detail the work done and time taken by each fee earner
- Include a narrative of work undertaken on each date
- Specify the total billed amount for that invoice
- include the total billed amount to date for that matter
- Be sent to the officer who issued the instruction on the same date each month (unless otherwise agreed).

Disbursements

There are detailed provisions in paragraphs 10 and 11 of the contract specification about which disbursements can and cannot be charged for and if charged for at what rate.

In brief the following cannot be charged for:

- Travel time (unless working on your matter)
- Travel costs and expenses (e.g. trains, fuel for cars)
- Non bulk photocopying

Partner firms can recharge for the following but only at cost unless otherwise agreed:

- Court fees
- Land Registry fees etc.
- Bulk photocopying

Partner firms can also recover hotel accommodation and counsels fees but only if you have given your prior approval. All chargeable disbursements must be itemised separately on an invoice.



Free Phone Help Lines & Use Of Partner Firms' Meeting Rooms

Help Lines

All the partner firms offer free phone help lines to members. They are meant for quick advice on relatively straight forward one-off matters. The amount of free time offered by the firms varies, from 15 to 60 minutes, as does the areas they cover & the limitations on use. You therefore need to check the relevant part of the firms' entry on the website.

Meeting Rooms

All the partner firms offer meeting rooms to members free of charge, subject to availability. Again, details about the capacity, facilities and location of these rooms & the notice periods for booking & relevant contacts at the firms are given in each firms' entry on the website. As a summary however the locations are:

- Birmingham (Anthony Collins, Bevan Brittan, Browne Jacobson, Freeths, Weightmans)
- Bristol (Bevan Brittan)
- Cardiff (Geldards)
- Derby (Freeths, Geldards)
- Exeter (Browne Jacobson)
- Glasgow (Weightmans)
- Leeds (Bevan Brittan, Freeths, Weightmans)
- Leicester (Freeths)
- Liverpool (Weightmans)
- London (Bevan Brittan, Browne Jacobson, Freeths, Sharpe Pritchard)
- Manchester (Browne Jacobson, Freeths, Weightmans)
- Milton Keynes (Freeths)
- Nottingham (Browne Jacobson, Freeths, Geldards)
- Oxford (Freeths)
- Sheffield (Freeths)
- Stoke (Freeths)



General Queries -

Stuart Leslie

EM Lawshare
Co-Ordinator

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Anthony Collins
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Key contact -

Olwen Dutton

Partner

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Bevan Brittan 

Key contact -

David Hutton

Partner

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07867 976 835

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law. less ordinary

Key contact -

Richard Barlow

Partner

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Richard.Barlow@brownejacobson.com

FREETHS

Key contact -

Philippa Dempster

Partner

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07768 894614

philippa.dempster@freeths.co.uk

Geldards
law firm

Key contact -

David Williams

Chairman

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07976 272 171

david.williams@geldards.com

SHARPE PRITCHARD 

Key contact -

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Partner

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07582 706578

amoy@sharpepritchard.co.uk

Weightmans

Key contact -

John Riddell

Partner

0116 242 8925

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