


Welcome to EMLS

2022 - 2026



Anthony Collins
solicitors

Bevan Brittan 

brownejacobson
law. less ordinary



dwf

FREETHS







geldards


SHARPE PRITCHARD

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towers & hamlins

Weightmans

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Our growth is testimony to
the value we offer members

Heather Dickinson, EM Lawshare Chair

Welcome

Welcome to EM Lawshare, the public sector Legal Consortium! EMLS Offers its members a unique partnership between the public and private sector through our tendered framework contract and the added value benefits which accompany it. Together with the opportunity for developing shared initiatives with other public bodies.

The Consortium's fifth four-year framework contract started at the beginning of April. Since EMLS began in 2006 we have grown from 13 members to over 200, 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 many 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. Principal among these is the annual training programme of over 70 courses a year. This programme attracts over 1500 delegates a year and, to reflect our geographical growth, the vast majority of courses are now delivered by webinars. Our courses remain free to members, as do other attractions such as the quarterly newsletter and biennial conference offering keynote speakers and the chance to network and share experiences with

colleagues from across the country. These benefits have been embedded in our arrangements for some time, but we have expanded the added value offer significantly in recent years to include sponsored places on the Law Society's Local Government Diploma course, a tailor-made management course solely for EMLS members, a precedent service and a biennial lecture by a leading legal academic. One of our more recent initiatives has been the EMLS Development Network, which is designed to help members recruit, retain and develop staff using a collaborative approach with partner firms which includes mentoring, buddying, secondments and joint recruiting. Case studies are available on our dedicated website which also has a wealth of information on all aspects of the consortium.

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 changed & expanded the original management structure and, in the last year, appointed four new members to the Board to ensure we keep it fit for purpose and refreshed with new ideas. Details of the current board are given on page 6.

The EMLS Consortium is here to deliver benefits for its membership, so if you would like to become actively involved or have any ideas of suggestions, please let [Deborah Eaton](#), our new Coordinator, [or me](#) know.

Heather Dickinson
EM Lawshare Chair



Useful Contacts

**Training
Programme &
Members Pack**

Julie Scheller
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**Website Inc.
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**General EM
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Queries**

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The Board

All major decisions regarding the consortium are taken by this EMLS management board. We meet five times a year to review how the consortium is working and any new ideas for improving it. We also have specialist groups run with the partner firms to advance 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 Deborah Eaton at Deborah.eaton@Nottsc.gov.uk.

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 look on the website and if you want to 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 partner 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", or one of the leads for the ten work categories, 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 Draft a brief to send to tendering firms that is as comprehensive and precise as possible about what you want them to do
- 2 Draw up criteria all tenders can be judged against. The criteria must be prepared in accordance with paragraph 1.2.1 of Schedule 3 of the framework agreement
- 3 Email the brief and the criteria to the Key Contact at the firms you have chosen to tender
- 4 Make clear to tenderers what information you want returned by the tender deadline
- 5 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
- 6 Make clear how and when you want the tenders returned
- 7 Give firms a reasonable time to prepare and submit their tender
- 8 Specify an officer who can be contacted (by email) to clarify any matters
- 9 Circulate any clarification queries (anonymised) and answers to all invited firms at the same time
- 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 evaluation 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
Name of Legal Contact Officer: _____
Tel: _____
Fax: _____
Email: _____
Name of Client Officer: _____
Tel: _____
Fax: _____
Email: _____

Legal Partner Information
Name of Fee Earner: _____
Tel: _____
Fax: _____
Email: _____
Name of Fee Earner's Supervisor: _____
Tel: _____
Fax: _____
Email: _____

Identify Main Work Area (10 Work Areas):

Reason for referral of instructions (mark with X) Specialism ____ Capacity ____ Client urgent instructions ____

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

Cost Estimate £ _____

Conflict of Interest Check and no conflict? (mark with X) Yes No

If conflicted, please give details

Personal Data to be processed –
if yes please provide/agree annex A

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 submitted with their tender to be on the framework. These rates are fixed for the four years of the framework contract. You can view them in the secure part of the website to which only members have access or you can ask the coordinator, Deborah Eaton for them. 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 9 and 10 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 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:

- Belfast (DWF)
- Bristol (DWF, Freeths)
- Birmingham (Anthony Collins, Browne Jacobson, Capsticks, DWF, Freeths, Trowers & Hamlins, Weightmans)
- Derby (Freeths)
- Dublin (DWF)
- Edinburgh (DWF)
- Exeter (Browne Jacobson, Trowers & Hamlins)
- Glasgow (DWF, Weightmans)
- Leeds (Capsticks, DWF, Freeths, Weightmans)
- Leicester (Freeths)
- Liverpool (DWF, Freeths, Weightmans)
- London (Sharpe Pritchard, Browne Jacobson, Capsticks, DWF, Freeths)
- Manchester (Browne Jacobson, DWF, Freeths, Trowers & Hamlins, Weightmans)
- Milton Keynes (Freeths)
- Newcastle (DWF)
- Nottingham (Browne Jacobson, Freeths)
- Oxford (Freeths)
- Sheffield (Freeths)
- Winchester (Capsticks)



General Queries -

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Key contact -

Matthew Gregson

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geldards

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SHARPE PRITCHARD

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