



Legal Services Framework Agreement – Appointing a Panel of External Legal Advisors

Date of meeting 8 September 2017

Date of report Monday 28 August 2017

Report by Chief Executive

1. Object of report

The purpose of this report is to seek the Partnership's approval for the appointment of legal advisors to a panel under a framework agreement for the provision of legal services to SPT.

2. Background

The legal team within SPT is made up of the Senior Legal Adviser (Mary Frances O'Neill), two solicitors, and a paralegal. SPT has had a framework of external legal advisers to complement and supplement the small in-house team, who can be instructed on the basis of tendered rates, or asked to participate in a mini tender for legal services. The proposed new framework agreement will run from September 2017 to September 2020, with an option exercisable by SPT to extend the framework to September 2021.

3. Tendering process

- 3.1 The historical instructions to the legal firms and fees were examined together with an estimate of future workload. This allowed for an overall estimate of costs as well as consideration of how the framework should be structured, which was assisted by a market engagement day when a number of law firms came to speak to SPT. In June 2017 SPT advertised its requirement for legal firms to form a panel of firms under a framework agreement, with advice divided into five separate Lots.
- 3.2 A total of 11 firms submitted tenders across five different areas of legal advice.
- 3.3 The tenders were assessed on predetermined quality/cost criteria to determine the best value tenders for entry onto the framework list.
- 3.4 In selecting firms for inclusion on the panel, the quality criteria required tenderers to demonstrate and provide a comprehensive appreciation of SPT's required legal services support, to outline their proposed methodology, their skills and experience, and the experience of the proposed personnel to be allocated to SPT. The tenders were assessed by Mary Frances O'Neill, Senior Legal Adviser, Dominic McManus, Digital Manager, Stuart McMillan, Strategic Project Manager and Stuart Paul, Chief Accountant.

4. Conclusion

The following three firms were assessed as having the highest combined cost/quality scores and are recommended for inclusion on the framework panel:-

Lot 1 – Information Governance:	Maclay Murray & Spens
Lot 2 – Debt Recovery:	Anderson Strathern LLP
Lot 3 – General Corporate:	Maclay Murray & Spens, Anderson Strathern LLP, Brodies LLP
Lot 4 – General Property:	Maclay Murray & Spens, Anderson Strathern LLP, Brodies LLP
Lot 5 - Employment:	Maclay Murray & Spens, Anderson Strathern LLP, Brodies LLP

5. Committee action

The Committee is requested to approve the firms identified in Section 4 for inclusion on the SPT framework panel for the provision of legal services.

6. Consequences

Policy consequences	<i>None</i>
Legal consequences	<i>Mini-tendering exercises may be undertaken in certain circumstances before a firm is appointed to carry out a piece of work.</i>
Financial consequences	<i>Legal fees will be payable to firms appointed under the framework.</i>
Personnel consequences	<i>None</i>
Social Inclusion consequences	<i>None</i>
Risk consequences	<i>None</i>

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