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## INFORMATION RELEASED UNDER THE FREEDOM OF INFORMATION ACT

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Information released title	Legal fees
Original request	<ol style="list-style-type: none"> <li>1. What does your organisation spend on legal fees e.g. external legal advice and what is the breakdown of fees and expenses</li> <li>2. What is the breakdown of spend e.g. what percentage of work is completed on an hourly rate basis, capped fee, fixed fee etc.</li> <li>3. Who in your organisation is responsible for managing external legal spend</li> <li>4. What controls do you have in place to manage external legal counsel spend</li> <li>5. Do you use any of the eBilling (also known as Enterprise Legal Management or Legal Spend Management) tools (e.g. Serengetti, Mitrastech, CT Tymatrix, Datacert etc.) available in the market to manage your legal spend – if yes what are you currently paying for this system and does the vendor charge your firms to use the same</li> <li>6. Do you use a matter management system and if yes how much do you pay for the system</li> <li>7. How do you decide if work is completed internally or by external counsel</li> <li>8. What performance management do you complete with your external legal counsel to ensure you are receiving value for money</li> <li>9. What is the breakdown of spend e.g. % of time billed by partner, by senior associate, junior associate, trainee and paralegals etc.</li> <li>10. What is the breakdown of your legal spend by location e.g. how much work is performed in London, Manchester, Birmingham, Edinburgh, Glasgow, Cardiff, Belfast etc.</li> </ol>

	<p>11. How do you measure what value added services law firms provide to you (e.g. free advice, free training, free secondees etc.)</p> <p>12. Do you use external consultants to advice on how to manage your legal spend more effectively. If yes, who and what have you spent with them in the last 12 months</p>
Date of release	21.04.2015
Requester type	Provider of consulting and managed services

**Information released:**

1. Between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2014, the UK Commission for Employment and Skills (UKCES) spent £115,013.57 on legal services.
2. The work was principally charged on an hourly rate basis.
3. UKCES' spending on external legal services is managed by its Assistant Director, Business Services (Finance, IT and HR).
4. UKCES is a small Non Departmental Public Body comprising 117 FTE staff and does not have an internal legal department. In order to make best use of public funds, UKCES bases decisions on where external legal support is required on a variety of factors. These include: the skills and knowledge available within UKCES internally, the organisation's ability to access expertise through government networks and any statutory duties placed on the organisation in relation to state aid, finance/procurement and employment legislation and other regulatory compliance.
5. No.
6. No.
7. Please see our response to question 4, above.
8. In line with UKCES' Procurement Policy, all contracts held between UKCES and its suppliers are subject to regular performance review meetings to ensure best value.
9. Please see the table below, which breaks down UKCES' spending on legal services between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2014 by the grades of the solicitors who conducted the work.

<b>Government Legal Framework grading</b>	<b>Fees accounted for (%)</b>
Trainee	0.58
Junior solicitor	5.13
Solicitor	1.93
Senior solicitor	21.87
Partner	70.49
	<b>100</b>

10. Work is conducted principally by legal firms with offices across the UK. UKCES does not hold information on the location from which specific legal work has been conducted.
11. As a small Non-Departmental Public Body with no inhouse legal department, many of the value added services described would be inappropriate for UKCES. When procurement exercises are conducted to put in place legal services provision, the evaluation of tenders would take into consideration the tendering firm's ability to provide high quality, value for money legal services to meet UKCES' requirements. Value-added services such as access to professional networks and forums would be used only in tie-break situations.
12. No