

Tailored for In-House Lawyers by In-House Lawyers



Managing an In-House Legal Department in a Cost-Effective Way

In association with:

Herbert Smith

13 April 2011

Herbert Smith, Exchange House,
Primrose Street, London EC2A 2HS

C&I Fees:

Subscriber Member Fee: £295 + VAT

Non Member Fee: £395 + VAT

5.5 Hours CPD

What delegates said about previous seminars:-

- One of the most valuable courses I have attended – very thought provoking
- All the speakers were excellent – I would recommend the course to certain company directors who do not know what a legal department does!
- I wish I'd had this earlier! Good materials, very, very useful.
- This was an excellent course on issues important to us all. It had real suggestions rather than the more usual vague managerial waffle

9.00 Registration and Refreshments

9.30 Chairman's Welcome and Introduction

Richard Tapp, Company Secretary and Director of Legal Services, Carillion plc

9.40 Introductions and Objectives for the Day

An interactive session led by the Chairman
Chairman and all delegates

10.00 Clarifying Your Role and Demonstrating Value

■ Core purpose of internal team ■ Developing a legal risk strategy ■ Demonstrating your value – the different constituencies to satisfy ■ Challenges around demonstrating value.

Richard Tapp, Company Secretary and Director of Legal Services, Carillion plc

10.30 Selecting and Managing Your External Lawyers: A Case Study

■ What legal services do you need? ■ Who should be involved - internally and externally? ■ The tender framework ■ The selection criteria ■ Managing the process ■ Making the relationship work

The case study will take you through the process using the tips, techniques and tools in the book "Managing External Legal Resources"

Anne Ramsay, Legal Director, Carillion Private Finance, Carillion plc

11.00 Refreshments

11.15 Benchmarking and KPIs – the In-House Perspective

■ Key Performance Indicators – what are they? ■ Why is the business interested in our performance? ■ Linking KPIs to Business Objectives ■ Using KPIs to improve productivity and motivation ■ How to measure performance of external Legal input? ■ Practical examples of KPIs.

Jeremy Ogden, Director, Ozzie Associates Ltd

12.00 Discussion

12.30 Lunch

1.30 How to Get the Best out of Your Law Firms (1)

■ Explaining what you want out of our work - your commercial objectives ■ Instructing a law firm - the right start for the relationship ■ How to best manage us - your team and our team ■ How you like to work - what we need to know about you

2.00

so we can work most effectively ■ Information and knowledge management - what we can offer to you and how you can get the best out of us ■ Some issues that commonly arise ■ Building on the relationship.

Alan Montgomery, Partner, Herbert Smith

2.00 The Rise of Legal Outsourcing

■ Changing perceptions of legal outsourcing - from scepticism to mainstream acceptance ■ The evolution from LPO to LSO ■ Key drivers - there is more to LSO than saving cost ■ A Three-Way relationship - how LSO providers work with corporations and law firms.

Dave Garratt, Account Director, Legal Services Outsourcing, CPA Global

2.45

Refreshments

3.00

Recruitment & Retention

■ The relatively limited impact of the 2008/9 recession on in-house legal departments ■ The exponential and sustained growth of lawyers in-house ■ The traditional rationale for hiring an in-house lawyer ■ Why hiring in-house lawyers does not always save costs ■ Lawyers in England & Wales – a statistical update ■ An overview of in-house legal teams within C&I ■ Compensation ■ An update on law firm compensation and the need to be aware of this ■ The importance of "A-grade" specialists ■ The sell for in-house C&I ■ Some tactics to help secure sufficient budget ■ Retention ■ The importance of proving your department's value to the business for recruitment & retention ■ Summary.

Scott Gibson, Partner, Edwards Gibson

3.45

How to Get the Best out of Your Law Firms (2)

Facilitated discussion.

An opportunity for delegates to raise practical issues about how they work with their external legal providers. Likely topics for consideration will be:

■ Pricing structures ■ Service levels ■ Panel arrangements ■ How your own team can work most effectively with your panel firms ■ On-line procurement tools ■ Overseas outsourcing ■ Complementary providers after the Legal Services Act.

Richard Tapp, Company Secretary and Director of Legal Services, Carillion plc and speaker panel

4.30

Close

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All in-house teams are coming under pressure to cope with increasing demands whilst reducing costs and justifying headcount. At the same time the legal market is changing – law firms are becoming more competitive, and legal process outsourcing is increasingly used.

This programme will help you review and justify your in-house team's role, to get the best from your external lawyers and your in-house team, and to discuss the latest thinking with your peers.

The programme is designed for lawyers and professional administrators responsible for the management of in-house legal departments of all sizes. It is a practical programme which will provide ideas tools and techniques to demonstrate the value you bring to your organisation and deliver a focused and cost effective service to your businesses. It will suggest ways that you can:

- Demonstrate the value provided by your team
- Select and manage external lawyers
- Develop a legal risk strategy

- Develop your team
- Select and manage external lawyers
- Learn about Legal Process Outsourcing
- Hear about the latest thinking in the market

In addition there will be opportunities -

- to exchange ideas with the other delegates about how they are tackling these and other issues
- to hear from Richard Tapp and Anne Ramsay of Carillon, who will explain how they went about changing their department's approach to selecting and managing their external lawyers and their legal department budget, by reference to some of the real life examples and precedents in the book "Managing External Legal Resources"
- to hear from Jeremy Ogden, Director, Ozzie Associates Ltd., formerly General Counsel for Global Retail and Commercial Banking at Barclays Bank Plc
- to hear from Dave Garrett of CPA Global about the potential for legal process outsourcing

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13th April 2011 - Herbert Smith, Exchange House, Primrose Street, London EC2A 2HS

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The fee includes refreshments, lunch, administration and documentation

Conference Documentation

☐ I am not able to attend the Conference but please send me a set of conference notes at £89.00 (no VAT) per conference.

For overseas orders, please add £10.00 for postage and packaging.

* includes a copy of the book Managing External Legal Resources by Richard Tapp and Ann Page, which normally retails at £29.95, and which is a unique text setting out best practice, tips and techniques together with a suite of precedent documents on the topic - "Essential reading both for those who run in-house legal services, and for those who aspire to provide services to them."

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