

**Report to:** STAR Joint Committee  
**Date:** 9<sup>th</sup> May 2018  
**Report for:** Decision  
**Report of:** Director of Procurement

## **Report Title**

**STAR Legal Funding**

## **Summary**

The purpose of this report is to:

- Provide a summary of the current STAR Legal provision
- Provide a summary of the additional resource requirements
- Identify funding for the additional resources

## **Recommendations**

The recommendation of this report is that the Joint Committee approves an additional contribution of £18k per Council to fund an additional legal post for STAR Legal from 1st April 2018

## **Contact person for access to background papers and further information:**

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## **Background**

Financial Impact:	Medium – funding required to fund additional posts
Legal Impact:	Medium – additional resources required to mitigate risks and resourcing issues
Human Resources Impact:	Low – additional resources will require recruitment and ongoing line management
Asset Management Impact:	Not applicable
E-Government Impact:	Not applicable
Risk Management Impact:	Not applicable
Health and Safety Impact:	Not applicable

## **Consultation**

No public consultation required

## **Reasons for Recommendation(s)**

This report provides a summary of the current STAR legal resource position and the requirements for additional resources to deal with additional workload and help mitigate potential risks.

### **1. Background**

- 1.1 The current level of service provided by STAR Legal to STAR is as originally agreed at the point that STAR was established.
- 1.2 The current budget for STAR Legal Services is approximately £70,000 per annum which funds an approximate legal resource of 1.5 FTEs.
- 1.3 A review of STAR's legal services requirements and also, the current legal services parameters, was undertaken by the three STAR Councils at a meeting held on 21st December 2017.

## **2. Review of STAR legal provision and STAR requirements**

- 2.1 STAR Procurement has reviewed its legal support requirements.
- 2.2 Based on both STAR's requirements and an assessment of the current legal services parameters, a gap was identified and several areas of potential risk identified.
- 2.3 It was agreed that to mitigate potential risks, the parameters of the STAR legal service provision should be increased to ensure that sufficient legal support is provided throughout the procurement cycle
- 2.4 In addition, it is recognised that the volume of procurement activity has also increased through the additional service level agreements and increased procurement activity for the team.
- 2.5 Based on the current capacity of STAR Legal, the current levels of work undertaken by STAR Legal and the anticipated future volumes, it is estimated that STAR Legal resources will need to be increased by at least two FTE Solicitors. The estimated costs of this would be in the region of £107k per annum, including on-costs.
- 2.6 The Director of Procurement proposed that one of the additional posts is funded from existing STAR Procurement budgets, and this was supported by Board on 19<sup>th</sup> January 2018.
- 2.7 The STAR Board agreed that the other additional post to be funded by each of the three STAR Council's at a cost of £18k per annum. This would be included in the annual Council contribution to STAR Procurement from 1<sup>st</sup> April 2018.

## **3. Next Steps**

- 3.1 Undertake a recruitment process to secure new resources.
- 3.2 Asses the resourcing levels and budget commitments:
  - One year after the successful recruitment and commencement of the additional resource employment; and
  - Two years after the successful recruitment and commencement of the additional resource employment; and
  - Again, upon a further date(s) to be agreed by STAR and Trafford Legal.

#### **4. Recommendations**

- 4.1 It is recommended that the Joint Committee approves an additional contribution of £18k per Council to fund an additional legal post for STAR Legal from 1<sup>st</sup> April 2018.