

**HE Shared Legal:
The 'in house', shared legal service for HE institutions
Information Seminar
Thursday 7 November 2013**

Venue: GuildHE, 20 Tavistock Square, London, WC1H 9HB

HE Shared Legal is holding a Seminar on 7 November 2013 to promote the **HE Shared Legal** service to prospective subscriber institutions across the UK.

HE Shared Legal, which commenced operations in 2012, was created with HEFCE funding following the completion of a feasibility study commissioned by HEFCE to identify demand for a shared legal service for the HE sector. The service has now been running for 16 months and has attended to over 100 individual enquiries, many of which are substantial and/or complex, covering: employment, contract, procurement, governance, corporate, charity law, etc.

This event will include:

- presentations from its staff members on the various elements of the **HE Shared Legal** service
- a subscriber presentation and further feedback on the use of the service to date
- an indication of the savings to be made from a subscription to the service
- an opportunity to raise current legal topics of concern to the sector

Delegates will gain a detailed introduction to the **HE Shared Legal** service and the experiences of its users. There will be no charge for this event.

Who should attend?

Directors and heads of departments that use legal services, such as:

- Finance
- Human Resources
- Estates
- Registry
- University Secretaries/Clerks to Governors

Other senior managers with responsibility for procuring legal services; and those involved in governance.

Register your place

Contact Natalie Hugo on natalie.hugo@hesharedlegal.ac.uk or 0141 548 4312 to book your free place or obtain further information. As places are limited, early booking is recommended.

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10.00 Registration and tea/coffee

10.20 Welcome and Introduction

Emma Wilkins, Director of HR, York St John University.

10.30 The Shared Legal Service

Neil Hunter, Principal Lawyer, **HE Shared Legal** will outline the nature of the service, followed by:

- A summary of the ways in which **HE Shared Legal** provides savings and value for money to subscribing HEIs.
- A case study from Rob Jones, Director of Enterprise, Bishop Grosseteste University.
- With Nafeesa Khan, Lawyer, **HE Shared Legal**, examples of the kind of legal enquiries that are handled by **HE Shared Legal** and the manner in which guidance and support is provided.
- Feedback from representatives of other HE institutions that are using **HE Shared Legal**.

11.45 Questions and discussion

An opportunity for delegates to ask the staff and subscriber representatives questions about the **HE Shared Legal** service.

12.30 LUNCH

13.00 Further Information on the Service

Neil Hunter will provide details of how **HE Shared Legal** can provide support in relation to the selection and appointment of external legal advisers for HEIs. This will be followed by a presentation from Nafeesa Khan, describing the generic legal guidance provided regularly to subscribers of the service.

13.45 Further questions and discussion

An opportunity for delegates to ask further questions, discuss the provision of services by **HE Shared Legal** and identify areas where the service can provide most support to the sector.

14.30 to 15.00 Close