



Procedure for Seeking Legal Advice

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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

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Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v 0.1	Nov 14	ACO/Board Secretary	
Final v1.0	Nov 14	Executive	For approval
Final v1.0	July 16	Board Secretary	Reviewed – no changes required

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1 Introduction and Background

The CCG recognises that, from time to time, legal advice may be required to guide and support staff in conducting the business of the CCG. However, access to legal service needs to be controlled in order to ensure requests are appropriate, the advice is not already available from elsewhere and to ensure expenditure is properly controlled.

This policy sets out the procedure that all staff must follow in order to obtain legal advice from the CCG's solicitors. The Chief Officer is responsible for acting as the "gatekeeper" to the solicitors and as such determining whether instructions need to be given.

2 Purpose

To put in place a system which will control access and expenditure and ensure that advice received is centrally held to ensure its on-going accessibility and benefit to the CCG as a whole.

3 The CCG'S Legal Advisors

The CCG'S primary legal advisors are Hempsons Solicitors. The address is City Tower, Piccadilly Plaza, Manchester, M1 4BT. They provide advice and support on a wide range of issues including – clinical governance, healthcare law, corporate governance, employment, property, commercial, mental health and clinical negligence.

The CCG does not have an exclusive arrangement with Hempsons and may on occasions seek advice from another firm.

4 Responsibilities

The Chief Officer (or Chair)/Chief Finance Officer are responsible for legal services.

The Chief Officer (or Chair)/Chief Finance Officer:

- Will authorise requests to the solicitors.
- Will monitor expenditure on legal services, receiving summaries and correlating with requests for advice.
- Will highlight any concerns arising from legal services expenditure (central corporate budget).
- Will liaise with the CCG's legal advisors on a regular basis regarding performance.

5 Seeking Legal Advice

All initial contact with the CCG's solicitors will usually be through the Chief Officer or Chief Finance Officer who will confirm with the solicitors the nature of their instructions and which officer/manager they should contact.

The Chief Officer and the Chief Finance Officer will contact the CCG's solicitors directly if the urgency of the situation requires it.

6 Review

This policy will be reviewed in July 2018.