

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	3451
Author:	Jane Pendergast
Department:	Strategy and Resources
Contact:	Jane Pendergast (Job Title: Practice Manager Legal Services, Email: jane.pendergast@nottinghamcity.gov.uk, Phone: 0115 8765016)
Subject:	Online Legal Research
Total Value:	£70,391.46 (to be paid annually by two installments 1x £34,505.62 1x 35,885.84) (Type: Capital and Revenue)
Decision Being Taken:	<ol style="list-style-type: none"><li>1. To enter into a two year contract with Thomson Reuters for the provision of an online legal research tool and to delegate authority to the director of Legal Services to award and sign the contract.</li><li>2. To authorise the expenditure up to a maximum of £70,391. for purchasing Practical Law/Westlaw through the EM LawShare framework.</li></ol>
Reasons for the Decision(s)	<ol style="list-style-type: none"><li>1. Thomson Reuters is an online legal research tool which provides immediate access to a comprehensive collection of legislation, case, forms precedents and commentary. It is used widely within the legal profession.</li><li>2. The following projected spend is based on the Council subscribing through the established EM LawShare framework.</li><li>3. The research tool is relied upon by all teams within the Council's legal services department to support them on a daily basis in advising, preparing and conducting their casework. Not only does this online tool reduce the cost of updating hard copy encyclopedias, it improves efficiency by providing immediate and up to date access to legislation and precedents.</li><li>4. Thomson Reuters offers a specific benefit required by the Council's Legal Services as it is a tool that has been evaluated over a period of time and colleagues will receive significant training on its use, to ensure that it is an established resource which can be relied upon.</li><li>5. procurement has already been conducted to ensure compliance with the Council's financial regulations and contract procedure rules</li></ol>

**Other Options Considered:** Do nothing. This is not recommended. Thomson Reuters is an established, widely used research tool. It would be more costly if the Council remains with the current provider (LexisNexis). Thomson Reuters Practical Law/Westlaw is an established and widely used research tool used by Councils. Not having the use of online library resources would result in legal services relying on limited access to hard copy resources. As legislation changes daily, it is vital that the Council is able to access the current law.

**Background Papers:** None

**Published Works:** None

**Affected Wards:** Citywide

**Colleague / Councillor Interests:** None.

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** Not applicable to this decision.

**Equality:** EIA not required. Reasons: This decision does not relate to a new or changing policy, service or function.

**Social Value Considerations:** Not applicable to this decision.

**Any implications affecting IT:** Yes

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

**Call In Expiry date:** 21/03/2019

**Advice Sought:** Legal, Finance, Procurement, IT

**Legal Advice:** This report does not raise any significant legal issues as it is understood the application is purchased through a compliant framework which meets the requirements of the City Council's Financial Regulations.

Advice provided by Andrew James (Team Leader Contracts and Commercial) on 08/03/2019.

**Finance Advice:** The expected cost of the 2 year contract is £70,391. This is to be paid across 2 years, by Legal Services, and is broken down as £34,505 in year one and £35,886 in year 2.

Existing base budget exists for the online legal research tool with Legal Services so there is no additional cost to NCC by approving this decision. The new provider represents value for money as it is being provided at a lower cost than the previous supplier and has been sought via the relevant approved procurement framework.

Advice provided by Philip Gretton (Finance Analyst) on 08/03/2019.

**Procurement Advice:** The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. The online research tool is offered via the EM lawshare framework which is a compliant route to market. On this basis there are no procurement concerns with the approach.

Advice provided by Rosalie Parkin (Category Manager) on 08/03/2019.

**IT Advice:** The IT Service supports the proposals contained in this report. The use of online information services is one that has been adopted by other Council services in the past and has proven a good means of providing access to useful information without the requirement to manage 'hard copy' reference libraries. Computer based tools, e.g. search engines, can also make online reference resources more useful than those in other forms.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 11/03/2019.

**Signatures**

Graham Chapman (PH for Finance, Resources and Commercial Services)
SIGNED and Dated: 14/03/2019
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 13/03/2019