



BARRISTER SERVICES USER GUIDE

FRAMEWORK Y21011 – Issue No. 1

Contract Period: 1st December 2021 to 30th November 2025 (4 years)

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THE AGREEMENT

In accordance with Public Contracts Regulations 2015 (PCR 2015), Kent County Council via Procurement Services have created a national framework (the agreement) for the supply of **Barrister Services Y21011**.

The framework period is 48 months
1st December 2021 to 30th November 2025

FTS notice and the contract ref
2021/S 000-017372

FTS award notice and ref
2022/S 000-002939

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[WHAT DOES THE FRAMEWORK COVER?](#) [➤](#)

SECTION ONE – WHAT DOES THE FRAMEWORK COVER?

The framework covers the provision and ability to provide a full range of Barrister Services.

REQUIREMENTS

Include, but are not limited to, the following:

- Provision of a written opinion
- Advice
- Conference with client
- Attending advocates' meetings
- Advocacy at hearings (Case Management, Issue Resolution, Final, Fact Finding, Emergency Protection Order, Direction, Adoption)
- Appeals
- Attend Court (Magistrates, Crown, Family, County, High Court, Court of Appeal, Supreme Court, European Court of Human Rights)
- Provide robust representation
- Ensure all parties are kept informed of all negotiations
- Seek realistic timescales for the filing and service of evidence
- Contact the instructing solicitor should an issue arise at Court which requires further instructions from an individual not present at Court
- Judicial reviews
- Adhere to all data protection and GDPR regulations in relation to material provided

Indicative Barrister Services requirements include, but are not limited to, the following categories or services provided:

- Child protection
- Adult services
- Community care
- International services
- Finance services
- Procurement and contract services
- Civil litigation



SECTION TWO – WHO CAN ACCESS THE FRAMEWORK?

All public bodies have access to this agreement but may only do so with the agreement of the contracting authority. Those organisations who may wish to access this agreement will be the police service, the fire service, the NHS & NHS Trusts, third sector organisations, academic centres (including academies), publicly funded organisations and publicly owned private companies, operating within the geographic boundaries of the United Kingdom, Channel Islands and Northern Ireland. The agreement is also open for use by all other local authorities and public sector bodies.

Full details of the classification of potential contracting bodies and customer’s geographical areas and organisation classification can be found in the FTS notice.

<https://www.find-tender.service.gov.uk/Notice/002939-2022>

TO ACCESS THE FRAMEWORK

Potential customers must complete the **Customer Access Agreement Form – Appendix A**

PCR 2015 Public Contracts Regulations 2015

 Blue Light	 Central Government	 Education
 Local Government	 Healthcare	 Housing
 Government Agencies	 Voluntary & Charities	 Other Public Sector Organisations

SECTION THREE – ABOUT US

Procurement Services is a trading function of the Commercial Services Group, a Professional Buying Organisation (PBO) and one of the largest trading organisations of its kind in Europe with a turnover in excess of £500 million. Tracing its roots back to 1902, as the supplies division of Kent County Council, the Commercial Services Group has grown organically to become one of the leading suppliers of products and services to the education and public sector, serving over 10,000 customers in 80+ countries. These include local government, education establishments, the care sector and the emergency services.

WHY CHOOSE PROCUREMENT SERVICES?

We strive to offer the best customer experience to ensure that all public sector establishments are protected from the complications and risks associated with procuring high value products and services. Below are just some of the reasons why you should consider Procurement Services as your procurement specialists.



KNOWLEDGE

With over 100 years of collective experience dealing with the public sector, every member of staff at Procurement Services can call upon the vast amount of knowledge and experience we have as a team to ensure we can assist you with even the most complicated of queries.



SUPPORT

Every member of the Procurement Services team is just a phone call away. We are here whenever you need us to help support you through the tender process, offer advice or act on your behalf when liaising with suppliers.



CHOICE

We work with some of the top suppliers and manufacturers in the industry. Every framework has been thoroughly created to ensure that you, the customer, get the best terms and conditions from the best suppliers offering the best products and services on the market.



COMPLIANCE

All of our frameworks are national, fully compliant and adhere to the latest Public Contracts Regulations (2015). As well as being able to offer you full PCR 2015 compliance and strong buying power, we provide terms and conditions that are designed specifically for the public sector to protect you. There is no necessity to run a full tender as we have already done the hard work for you.



EASY TO USE

Our ready-made frameworks are convenient and simple for all customers to access. We help make the end-to-end procurement process as easy as possible to ensure everyone gets their desired outcome.



SECTION FOUR – HOW TO USE THE FRAMEWORK



DIRECT AWARD

Placing an order with any capable supplier awarded on the framework, without re-opening competition, following the criteria set out below.

Regulation 33(8)(a) of the Public Contracts Regulations 2015 (PCR 2015) sets out the criteria for making a direct award where a Framework is concluded with more than one supplier:

- All the terms governing the provision of the works, services and supplies concerned are set out in the framework, and
- The objective conditions for determining which of the chambers on the framework shall perform them are set out in the procurement documents.

In accordance with the above regulation, direct award orders may be placed under this framework provided the customer can meet any one of the following objective conditions:

- Customer is satisfied that, following their own due diligence, they can identify the supplier that offers best value for their requirement
- The supplier is able to supply the required services within the customers timescales
- The supplier achieved the highest total score during the evaluation process
- Services required are unique/exclusive to one supplier
- Continuity of existing services from an awarded supplier



LENGTH OF AN INDIVIDUAL CONTRACT

In accordance with the 'Public Contracts Regulations 2015' individual contracts based on a framework are to be awarded before the end of the term of the framework itself. The duration of the individual contract does not need to coincide with the duration of the framework, but might, as appropriate, be shorter or longer. In particular, the customer is allowed to set the length of individual contracts based on a framework taking account of factors such as the time needed for their performance, where maintenance of equipment with an expected useful life of more than four (4) years is included or where extensive training of staff to perform the individual contract is needed.

The individual contract terms and conditions will apply and will remain in force after the expiry of the framework until such time all individual contracts expire or are terminated.

SECTION FIVE – BENEFITS AND KEY POINTS



All our frameworks are free to access.



This framework is fully compliant with the Public Contracts Regulations 2015.



Direct award capability giving you a quick, easy and PCR 2015 compliant route to procurement.



The terms and conditions are safe and designed to protect you.



Free and full support on using the framework through the Procurement Services team.



You are able to benefit from aggregated spend and lower pricing based on the value of the overall contract, even on low spend orders.



The framework will be managed and monitored by Procurement Services (acting for Kent County Council) on behalf of our customers and your views and requirements will be taken into account when reviewing and developing the contract.



Social value is an increasingly important way in which we look to support our customers and communities throughout the UK. Social value is now a 10% weighting within every single new framework, so we can be certain that we are awarding suppliers who are committed to contributing to communities.

SECTION SIX – AWARDED CHAMBERS



42 BEDFORD ROW BARRISTERS

To view supplier contact details

[VISIT HERE](#)

42 Bedford Row is a nationally regarded multi-disciplinary set of barristers chambers. We provide legal advice and representation in both public and private law with particular specialisms in Family, Property, Employment and Housing Law.

We act for most of the leading national and regional law firms, as well as many local authorities, county councils, public institutions, educational establishments, and private clients. We are consistently highly ranked by the leading legal directories for the quality of work that we do and the leading individuals practising from Chambers.



Francis Taylor Building

FRANCIS TAYLOR BUILDING

To view supplier contact details

[VISIT HERE](#)

FTB provides specialist legal advisory and advocacy services. It is a long established leading public law set, with particular expertise in planning, land valuation, infrastructure, environmental, public law, licensing, religious liberty and ecclesiastical law and regulatory law.

We are consistently recognised as a leading set by the market and directories because of the quality and number of leading practitioners we can provide, our major projects and our blue-chip client base

FRAMEWORK BARRISTER SERVICES

FRAMEWORK REF Y21011

TO BE COMPLETED BY THE CUSTOMER

- On completion of this agreement form, Procurement Services will make available to the customer all details and documents relating to this framework.
- The customer will be entitled, at any time during the term of this framework, to order products/services as detailed in the framework.
- The customer will have full responsibility and ownership for each individual contract they award under this framework.
- Procurement Services will retain overall responsibility for the management of the framework.

DECLARATION

I/we accept all responsibility for both accessing and using the framework in accordance with its associated terms and conditions and in accordance with the Public Contracts Regulations 2015.

I/we agree that Procurement Services (acting on behalf of Kent County Council) have no responsibility, or liability, relating to our use of the framework.

I/we authorise Procurement Services to receive management information from the contracted supplier regarding the usage of this framework. This information shall be used by Procurement Services for contract management/administration purposes.

Name of purchasing organisation	
Address	
Customer name	
Customer signature	
Job title	
Email	
Telephone	
Estimated value £	
Length of contract (if applicable)	
Direct award	
Supplier (if known)	
Product(s) or service(s) of interest	

Authorised by Procurement Services (on behalf of Kent County Council):

Name		Position	
Signature		Date	

PLEASE RETURN THE FORM TO pscuserenquiries@csltd.org.uk
 To submit this form online, please download to pdf first to complete.

SUBMIT

LET'S KEEP IN TOUCH!

Please tick if you are interested in receiving information on our other frameworks and services from across the Commercial Services Group.

WHERE DID YOU HEAR ABOUT US?



CONFIRMATION OF AWARD FORM



FRAMEWORK BARRISTER SERVICES

FRAMEWORK REF Y21011

TO BE COMPLETED BY THE CUSTOMER ONCE AN ORDER HAS BEEN PLACED WITH THE SUPPLIER.

This information shall be used by Procurement Services for contract management/administration purposes.

I confirm the details of the following award of contract under framework agreement reference Y21011.

Name of purchasing organisation	
Address	
Name (printed)	
Customer signature	
Date	
Job title	
Telephone	
Email address	
Description of items/service procured	
Awarded supplier	
Contract value £	
Length of contract	
Date of award (or period of award if you are commissioning a service to be provided over a period of time)	
Savings achieved £	
Benefits you gained by using the framework	
Are you happy to be contacted by Procurement Services to discuss your experience of using the framework?	YES <input type="checkbox"/> NO <input type="checkbox"/>

PLEASE RETURN THE FORM TO pscustomerenquiries@csLtd.org.uk
 To submit this form online, please download to pdf first to complete.

SUBMIT



APPENDIX C – GDPR



WE ARE COMMITTED TO PROTECTING YOUR PRIVACY.

We take your privacy seriously and will only use any personal information that we collect from you, or that you provide, relating to the products and services you have requested from us, or whereby you make an enquiry about our products or services.

As the contracting authority for framework Y21011 Barrister Services including provision of written opinion, attending advocate meetings and appeals, we have included a GDPR data protection legislation clause in the framework and individual contract terms and conditions.

However, we recommend that any framework users/member authorities should complete their own due diligence to ensure the suppliers they are purchasing from can provide 'sufficient guarantees' that the requirements of GDPR will be met and the rights of data subjects protected.

PRIVACY NOTICE

For more information on our privacy notice please go to the following link:

www.commercialservices.org.uk/privacy-policy/



To see the privacy notices of our trusted third party suppliers please visit their individual websites.



PROCUREMENT SERVICES FRAMEWORKS

Procurement Services offer fully PCR 2015 compliant, simple-to-use frameworks. With full, free procurement support, ensuring you can operate with complete peace of mind. Further competition service provided by our procurement experts is available.

With over 20 years of experience we'll ensure you have everything you need and are able to make the best decisions for your organisation. Our free, impartial advice will save you time and money.

We look forward to working together.

Thanks for choosing Procurement Services as your trusted partner.

We can support and guide you through your purchase, offering security and peace of mind.

Tarryn Kerr

Director of
Procurement Services

WHY CHOOSE PROCUREMENT SERVICES?

- ✓ Market-leading frameworks
- ✓ Complete peace of mind
- ✓ Continued support for the life of your individual contract
- ✓ All frameworks are PCR 2015-compliant and adhere to government guidelines
- ✓ Full tender process already completed
- ✓ All our suppliers are fully approved
- ✓ Complete public sector solutions



0808 281 9439



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www.procurementservices.co.uk