



## Legal Services

This service provides a professional, efficient and comprehensive legal service covering all aspects of local authority law including:

- Children's social services and education such as education supervision orders and child protection
- Conveyancing, legal agreements and commercial contracts, and general advice relating to all the school's function such as land acquisitions/disposal, leases, licences, tenancies and other legal agreements, advice on Information Governance, Data Protection and Freedom of Information
- Court work, advocacy and general advice relating to claims, disputes, complaints and litigation such as employment tribunals, school attendance prosecutions, child employment prosecutions, injunctions and acting for the school in any legal proceedings, and advice over the impact on the school of private family law issues e.g. contact/access/parental responsibility

### Service

The Legal Services' Team will deliver legal advice direct to the school through its teams of qualified and experienced solicitors, legal executives and highly experienced support staff. Their expertise is supported by an extensive programme of continual professional development and other training, a first class online legal library and appropriate IT fit for purpose including an electronic case management and time recording system.

The Legal Services' Team will ensure:

- Confidentiality in its relationships and dealings with the school at all times
- Qualifications and expertise of staff providing legal support to the school is commensurate with the work undertaken
- Appropriate management of the service through the Legal Services Management Team
- A response to all non-urgent enquiries within five working days.
- A response to all urgent enquiries within one working day.
- Investigate and respond to any complaints about the service provision within two working days.

Service Availability - 08:30 until 17:00 Monday to Friday.

### Contact:

**Liz Hall (Business Manager)**

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