**CHARGING STRUCTURE AND THE CHARGING PROCESS**

2020/21

1. **Purpose of the document**
	1. This document sets out the arrangements by which Legal Services will charge for the work carried out on your behalf and the rates which will apply.
	2. The purpose of this document is to ensure you have the best possible understanding of the costs involved on engaging our services.
2. **Charging**
	1. Our charges for legal services represent the time actually spent on work which we do on your behalf.
	2. The current hourly rates for the various levels of staff. These hourly rates are reviewed annually to reflect changes in overhead costs. Administrative and secretarial support is included.

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| **Corporate Legal Services** | **Hourly rate** |
| **Grade** | **2020/21** |
| Heads of Legal Service | £108.00 |
| Principal Lawyer / Deputy Principal | £94.50 |
| Project Lawyers / Advocates | £94.50 |
| Senior Lawyer | £86.00 |
| Lawyer | £78.75 |
| Senior Legal Assistant | £63.00 |
| Legal Assistant | £47.25 |
| Trainee Solicitor | £50 |

* 1. Legal work gives rise to various other expenses on behalf of clients such as Land Registry fees, court fees, counsel's fees, experts' fees and witnesses' expenses. Legal Services will pay for these fees on your behalf.
	2. Legal Services will invoice you one month in arrear of the work carried out based on our hourly rates.
	3. You will be sent a breakdown of the work carried out within 10 working days of each month.
1. **Case specific cost**
	1. As each instruction is individual we are not able to give a expected cost for legal work. When you instruct or service please ask the officer about their best estimate of overall cost.
	2. The estimated cost of a case can change throughout the matter if new information comes to light or circumstances change from the outset of the matter. We will keep you informed of any significantly changes to the overall cost of the matter.
	3. If appropriate, we will discuss with you whether the proposed course of action will justify the expense or risk involved including, if relevant, the risk of having to bear an opponent's costs. We will inform you in writing of any circumstances of which we become aware which will or may affect the degree of risk involved or cost benefit to you of continuing with the matter.
2. **Use of counsel / external specialist**
	1. We will consult you, prior to engaging counsel, where this is appropriate. This will include situations where there is no general consensus to use counsel, complex cases and it is likely to lead to high cost. We will advise you of the name of the person and how long he/she might take to respond and, and likely cost of disbursements.
	2. On occasions, it may be agreed that specialist technical advice is needed to assist you. We will consult you, prior to engagement, where appropriate. This will include situations where there is no general consensus to use specialist advice, if the matter is complex or the specialist advice is likely to lead to high cost. We will advise you of the name of the person and how long he/she might take to respond and, and likely cost of disbursements.
	3. We may sometimes need to instruct external solicitors. This may be due to excess workloads, a conflict situation, or because of their expertise in a particular area of law. If this is required, we will ensure that you are consulted and ask for your authorisation to instruct. We will keep you fully informed of the progress of the matter including approximate costs.
3. **Further information**

4.1 For further information about the charging process, please contact the Corporate Governance’s Business Manager, Terese Johansson on telephone number 020 8489 3975 or via email terese.johansson@haringey.gov.uk.