



Policy for the management of Legal Affairs and Legal Costs

1. Context

The University avails of the legal services of a number of external Law Firms whom have been appointed via a University sector framework panel via a public procurement tender process. This policy establishes the framework under which the University manages its legal affairs with these Law Firms and related legal costs.

2. Purpose

The policy sets parameters around individuals' responsibility for the University's legal affairs and their authority to instruct Law Firms and incur legal costs on behalf of the University.

3. Benefits

- 3.1 To provide clarity in relation to who is authorised to instruct a Law Firm on behalf of the University and thereafter who is responsible for those related costs.

4. Scope

- 4.1 The policy applies to all University staff and to all instances where a Law Firm is engaged on behalf of the College.

5. Principles

- 5.1 The University is committed to adhering to the rules of public procurement, the principles of ethics in public office and attaining value for money.

6. Definitions

- 6.1 In this policy the following terms are used:



“Law Firms” this refers to Law Firms who have been appointed to the University Sector Legal Services Framework conducted by the universities via the Irish Universities Association in conjunction with the Office of Government Procurement.

“Legal Affairs” this refers to all instances where the services of external legal professionals are engaged on behalf of the University. It includes but is not limited to seeking legal advice, contract review, legal proceedings and legal investigations.

“Legal Costs” this refers to all costs incurred by procuring the services of external legal professionals.

“Legal Services Framework” this refers to a panel of Law Firms who have been appointed to a framework to provide legal services to the University Sector following a public procurement competition carried out by the universities via the Irish Universities Association in conjunction with the Office of Government Procurement.

7. Policy

- 7.1 The Office of the Secretary to the College is responsible for the management of the University’s Legal Affairs and the management of Legal Costs.
- 7.2 Only those staff who are expressly designated by the Secretary to the College may engage Law Firms on behalf of the University and incur related Legal Costs.
- 7.3. The responsibility for the payment of Legal Costs relating to specific matters must be agreed with the Office of the Secretary to the College prior to engaging a Law Firm. Capital projects and other large-scale projects must provide adequate budget within their own funding model to discharge all Legal Costs relating to the project.



- 7.4 Only those Law Firms who are appointed to the Legal Services Framework may be engaged following consultation with the Office of the Secretary to the College and the College's Procurement Officer. Any exemption from that practice must be only on an exceptional basis and be approved in writing in advance by the Secretary to the College or by the College Solicitor/Information Compliance Officer.
- 7.5 No staff member is permitted to instigate legal proceedings on behalf of the University without the express permission of the Provost and Secretary to the College.
- 7.6 Staff must notify the Office of the Secretary to the College immediately should they receive correspondence of a legal nature, for example, threatening legal proceedings against Trinity.

8. Responsibility and Implementation

- 8.1 The Secretary to the College as a Statutory Legal Officer is responsible for the policy.

9. Related Documents

- 9.1 This policy should be read in conjunction with the College Ethics Policy
<https://www.tcd.ie/about/policies/ethics-policy.php>

10. Document Control

- 10.1 Date approved: 22 February 2023
- 10.2 Date of next review: Academic Year 2027/2028
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