

## **Expressions of Interest in providing legal services to Coventry City of Culture Trust**

**2 May 2019**

### **Context**

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021.

Now that we have been successful in securing the prestigious title, we are working with strategic partners and stakeholders, local businesses, local artists, cultural organisations, and resident groups to deliver an amazing build-up programme, ambitious UK City of Culture year in 2021 and legacy.

By inspiring leading artists to work with us, supporting a new generation of artists and makers, nurturing the creativity of young people, welcoming communities to collaborate, partnering with local schools and universities and removing barriers to attendance, we, along with our city partners, encourage everyone to participate in the creative life of their City and region.

We are a youthful, diverse, digital city which is re-imagining the role culture can play in bringing people together.

Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

We are committed to delivering a series of outcomes and indicators including:

- Increasing civic pride
- Welcoming 2.5m additional visitors for 2021
- Increasing cultural participation, with 80% of the city's residents experiencing at least three events
- Making long-lasting, tangible social change in Coventry
- Activating more than 16,000 volunteers and participants
- Starting a wave of cultural investment across the region

Within 18 months of winning the City of Culture designation, the company is forecasting to turn over £40m in its first four years and to reach audiences exceeding 4m during the period until March 2024.

### **Coventry City of Culture Trust**

121 - 124 Far Gosford Street, Coventry, CV1 5EA

[www.coventry2021.co.uk](http://www.coventry2021.co.uk)    [#thisiscoventry](https://twitter.com/thisiscoventry)

Registered Address: 121 - 124 Far Gosford Street, Coventry, CV1 5EA  
Company number: 09808960    Charity number 1165639    Limited by Guarantee    Registered in England and Wales

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## **The Brief**

We wish to appoint, on a non-exclusive basis, a firm able to advise on all aspects of legal work for a period of three years starting from the date of appointment. The areas of expertise we are likely to need include:

1. Charity, governance and regulatory matters
2. Commercial including contractual arrangements, outsourcing, procurement, partnering, sponsorship and marketing agreements
3. Corporate advice including partnership and JV agreements
4. Intellectual property rights including advice on branding, copy right, trademarks, and domain names
5. Data protection, including GDPR, and data security
6. Dispute resolution
7. HR and employment
8. Property law including sale and purchase, leasehold, and property management
9. Planning law
10. Immigration and visas

We expect the chosen firm to be able to advise in all the areas of law stated above. We reserve the right to seek specialist advice outside the appointment as required.

We expect the appointed firm to provide robust estimates at the outset of instructions and keep us up to date on matter progress and costs. If a matter looks likely to overrun, we expect to be alerted in advance in order to approve, or not, the over spend. We expect to be billed monthly with a detailed narrative of the work undertaken. We will pay disbursements incurred by a third party but will not pay for a firm's internal administration or travel costs. We would be interested in any proposals for alternative fee arrangements such as fixed fee quotes.

## **About your Firm**

We would expect Firms that are submitting an Expression of Interest to be able to:

- Demonstrate experience in all the areas of law we require
- Demonstrate a real commitment to delivering a quality, client-focused service at a competitive price
- Demonstrate appropriate management systems in place to ensure that work is always done at a level commensurate with its difficulty, complexity and importance so that the Trust knows it is receiving value for money
- Confirm charging rates will apply for the period of the contract. No annual increases will be accepted
- Demonstrate commitment to the region's economy through your support of the UK City of Culture project or other regional organisations

## Your Team

We expect the relationship with the Trust to be managed by a client relationship manager who will be the initial point of contact for any enquiry or review. They will allocate the work to an appropriate person who has been briefed about what the Trust expects from its external lawyers. We will expect to be provided with all contact details for the client relationship manager and any other lawyers with whom we are working on any given project.

## The Next Steps

If you would like to be considered for the position of legal provider to Coventry City of Culture Trust, please provide the following information in any format you consider appropriate:

- Your experience of acting for not-for-profit and private sector organisations in the range of legal disciplines stated above
- Details of the proposed client relationship manager
- The proposed team structure and brief details of the staff likely to be involved in delivering the services to the Trust. You do not need to give detailed CVs; a link to their website profile will suffice
- Details of how you would supervise and deliver the service to the standard we expect
- Details of your proposed charges including hourly rates for four levels:
  - Partner
  - Senior lawyer – over 4 years PQE
  - Junior lawyer – up to 3 years PQE
  - Paralegal / trainee
- Details of other alternative methods of charging
- Details of your firms' standard terms of engagement, complaints and billing procedures
- References for two current clients whom we can contact
- Details of added value services you would be able to provide to the Trust
- Any other information about your firm you consider to be relevant, including your wider involvement in the region

**To discuss this opportunity please email Martin Sutherland, Chief Executive at [martin.sutherland@coventry2021.co.uk](mailto:martin.sutherland@coventry2021.co.uk). Completed Expressions of Interest should be submitted to Martin Sutherland by 12pm on 31 May 2019 in pdf format by email.**

## Timeline

Deadline for submission	12pm on 31 May 2019
Review and interview period	31 May to 7 June 2019
Announcement of successful firm	Before 14 June 2019
Appointment date	Before 5 July 2019