

## Legal Advice

The Council of the University has asked that some guidance be given to Heads of School about matters relating to the provision of legal advice (including representation and other legal services).

The Council is concerned to support Heads of School (and indeed all members of the University) in the proper performance of their duties, and it recognises that situations may arise which require them to have access to professional legal advice. If a Head of School believes that such a situation exists or may come about he or she should, in the first instance, and before any expense on legal advice is actually incurred, consult the Registrar who may also, if necessary, refer the matter to the Council with whom final authority rests. If the University accepts that such advice is needed it will then assume responsibility for determining the extent of the advice required, for seeking it, and for meeting the costs. The same arrangements apply in respect of members of the staff or the University who are not Heads of School except that they should in the first place consult their Head of School.

It should be stressed that the Council will not normally consider meeting any legal expenses incurred independently and outside of the arrangements outlined above.