

A law firm's structure and practice

Plan:

1.Anchor Robbins' resources and expertise

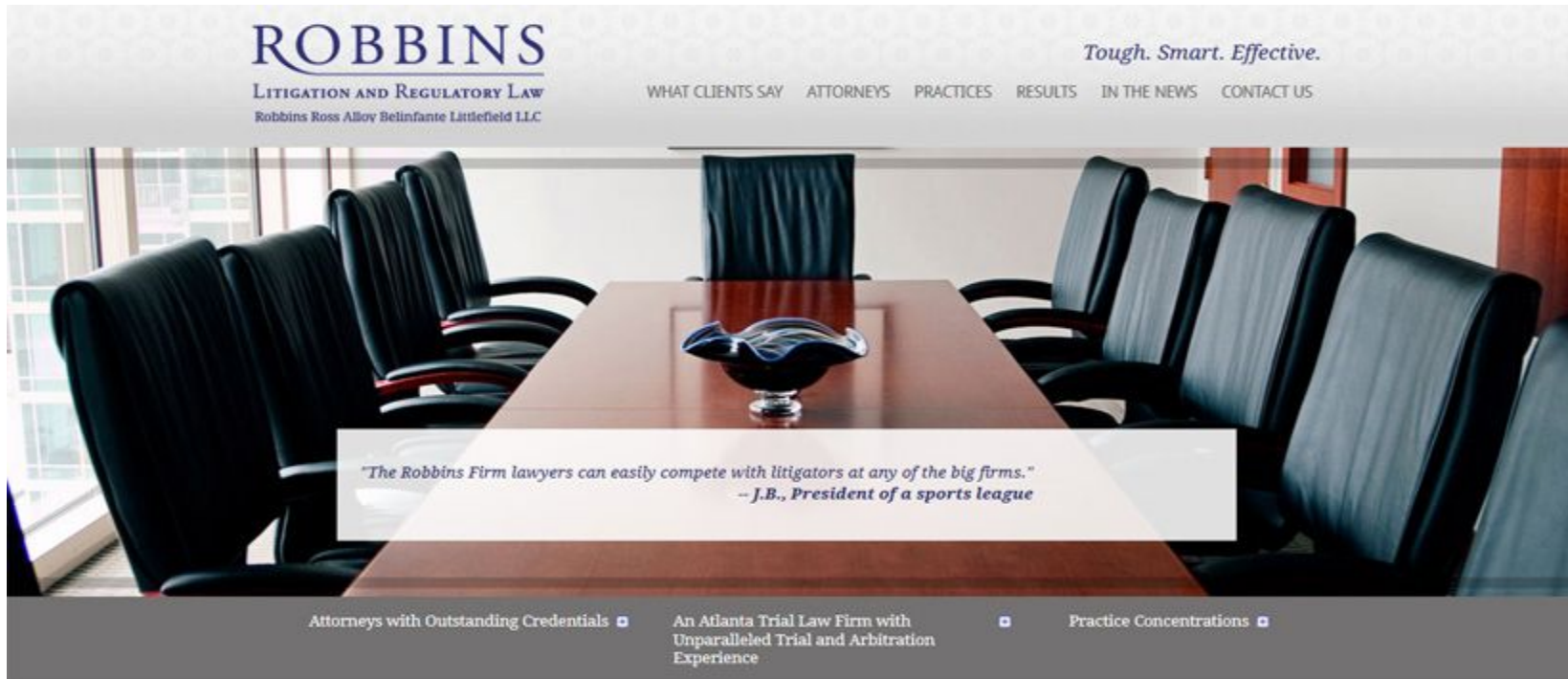
1.1 General details

1.2 Professional Indemnity Insurance

1.3 Resources and Specialist Knowledge

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- Anchor Robbins, a large UK law firm, is submitting a tender for the provision of legal services to a local authority. In the first section of the tender document, the firm's structure and breadth of expertise is set out. Typically, descriptions of law firms' practice areas and expertise are in strongly positive language.



1.Anchor Robbins' resources and expertise

- 1.1 General details:

Personnel: 282 personnel including 38 partners, 62 solicitors, 12 other lawyers, 14 legal executives, and 10 trainee solicitors, in addition to clerical, secretarial and, support staff.



1.Anchor Robbins' resources and expertise

- Structure:

We have three specialist areas: Commercial Property incorporates Public Sector, Constructions, Planning and Environment; Company Commercial comprises Banking, Project Finance, Procurement, Employment and Pensions; Private Client offers Wills, Trusts and Probate, Tax Planning, and Residential Conveyancing.

Dedicated specialist dispute resolution services are provided within each of the respective areas.

Services: We provide all the services you require. The head of our Projects team, Jan Stephenson, will lead the team providing legal services to you.

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- 1.2 Professional Indemnity Insurance

We have provided full details of our current professional indemnity cover in our Pre-Qualification Questionnaire(PPQ). The terms of our cover are reviewed annually.

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- 1.3 Resources and Specialist Knowledge

Expertise and Structure: Each of our departments contains specialist partner-led teams ensuring that we are able to resource high quality specialist knowledge and provide comprehensive service to our clients. Further details of our Project Team are set out at below.

Commitment: We are committed to anticipating our clients' needs and meeting them. Fundamental to this is the commitment of each team leader to understand thoroughly the priorities and business of our clients.

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- Information Technology: We have made significant investment in our information technology systems in order to give the support and resources that our lawyers need. Our system enables us to transfer know-how into a searchable database using links to cases and legislation, to monitor workloads, measure outputs, and plan ahead more effectively. The stability and security of our system is of particular importance to our clients and to us.

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- Projects at Anchor Robbins: The Projects team is head up by Jan Stephenson and brings together specialist in infrastructure, construction, energy planning, and public sector. The team are able to draw on relevant expertise from elsewhere in the firm when required and have exclusive access to a dedicated Professional Support Lawyer.

Thank you for attention