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COURSE BROCHURE

# Outside Counsel Panel and Legal Spend Control Training Course

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Amman

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Registered in the United Kingdom and Saudi Arabia

# Outside Counsel Panel and Legal Spend Control Training Course

**Ref:** 1137_42812 **Date:** 8 – 12 August 2027 **Location:** Amman **Fees:** 3300 GBP

Outside Counsel Panel and Legal Spend Control is a 1-week training course for heads of legal and legal operations managers who buy external legal services, producing a panel and spend control plan for their own department. External legal fees are often the largest controllable cost in an in-house function, and finance directors now expect them forecast and justified like any other supplier category. Jupiter Prime Training delivers outside counsel panel and legal spend control.

## Why Outside Counsel Panel and Legal Spend Control Matters Now

Two forces are reshaping how companies buy legal work today. Finance and procurement teams want external legal fees forecast, benchmarked and tied to outcomes. Law firms increasingly offer fixed, capped and success-based fees. A department that manages its panel well gains predictable fees and stronger firm relationships; one that does not faces budget overruns, duplicated instructions and awkward questions from the audit committee. The course draws on recognised practice for law firm panels and billing guidelines, described in general terms.

## Who Gains Most from Outside Counsel Panel and Legal Spend Control

- Leaders who decide which matters stay in-house and which go to external firms
- Operations specialists who run legal budgets, accruals and invoice approval
- Senior counsel who instruct and supervise law firms on disputes and transactions
- Procurement partners who tender and negotiate legal service agreements
- Finance business partners who forecast legal cost for the board

Groups gain most when a head of legal attends alongside the procurement and finance colleagues who share the external legal budget.

## Outside Counsel Panel and Legal Spend Control Capabilities

Matter files from energy and retail banking show how law firms are chosen, paid and measured.

- Design a matter intake and triage rule that decides in-house or external handling — the head of legal
- Specify panel selection criteria and run a law firm tender — procurement and the general counsel
- Build matter budgets and phase-based fee estimates — the finance director
- Weigh hourly, fixed, capped and success-based fee arrangements — the matter owner
- Apply billing guidelines and invoice review to challenge excess charges — legal operations
- Communicate law firm performance through scorecards and spend reports — the executive committee

## Key Outside Counsel Panel and Legal Spend Control Terms

- Outside counsel panel — a pre-approved group of external law firms engaged on agreed terms for defined practice areas.
- Billing guidelines — written rules on which work, staffing and expenses the client will pay for.
- Alternative fee arrangement — any pricing model other than pure hourly billing, such as fixed, capped or success-based fees.
- Matter budget — a phase-by-phase estimate of the fees and costs expected on a single legal matter.
- Invoice review — checking law firm bills against the engagement terms, budget and billing guidelines.
- Law firm scorecard — a periodic rating of a firm on quality, responsiveness, budget accuracy and outcomes.

## Outside Counsel Panel and Legal Spend Control Day by Day

### Day 1: The External Legal Spend Landscape

- Spend Cube by Firm, Matter and Practice Area — Locating Cost Concentration
- Make-or-Buy Rules for Legal Work — Keeping Routine Matters In-House
- Matter Intake and Triage Form — Routing Requests Before Firms Are Instructed
- Legal Budget Cycle — Aligning External Fee Forecasts With Finance
- Stakeholder Map for Legal Buying — Clarifying Who Approves Instructions

### Day 2: Building the Law Firm Panel

- Panel Structure Options — Choosing Between Broad, Tiered and Single-Firm Models
- Request for Proposal Design — Comparing Firms on Expertise and Price
- Evaluation Matrix for Law Firm Bids — Scoring Quality Against Cost
- Panel Terms of Engagement — Fixing Rates, Staffing and Reporting Duties
- Conflict and Relationship Rules — Protecting Independence Across Panel Firms

### Day 3: Pricing and Budgeting Legal Matters

- Phase-Based Matter Budgets — Estimating Fees From Instruction to Close
- Fixed and Capped Fee Models — Sharing Cost Risk With Firms
- Success and Hybrid Fee Structures — Linking Price to Matter Outcomes
- Scope Change Protocol — Approving Budget Increases Before Work Proceeds
- Accruals and Reforecasting — Keeping Finance Informed of Fee Movement

### Day 4: Invoice Control, Metrics and Technology

- Billing Guidelines Drafting — Setting Rules on Staffing and Expenses
- Line-Item Invoice Review — Challenging Block Billing and Duplicate Entries
- E-Billing and Matter Management Platforms — Selecting Tools for Spend Visibility
- Legal Spend KPIs — Tracking Budget Accuracy and Cost Per Matter
- Law Firm Scorecards and Review Meetings — Rewarding Performance on the Panel

## Day 5: Practising the Panel and Spend Control Plan

- Applying the Spend Cube — Setting Savings Targets by Practice Area
- Applying the Panel Evaluation Matrix — Confirming the Firm Line-Up
- Applying Fee Models to Live Matters — Choosing Pricing for Each Category
- Reporting Pack for the Executive Committee — Presenting Spend and Value
- Panel and Spend Control Plan — Completing the Department's External Legal Buying Approach

## Applying Outside Counsel Panel and Legal Spend Control After the Course

- Build a spend cube from the last year of law firm invoices and agree three savings targets with finance.
- Issue revised billing guidelines to panel firms and run the first line-item invoice review against them.

## Outside Counsel Panel and Legal Spend Control Questions FAQ

### What is outside counsel panel and legal spend control, and why does it matter now?

It is the discipline of choosing, pricing and supervising external law firms so legal fees are predictable and justified. It matters now because finance leaders treat legal fees as a managed supplier category and firms offer more pricing models.

### Which roles gain most from outside counsel panel and legal spend control?

Heads of legal and legal operations managers gain most. Senior counsel who instruct firms and procurement partners also benefit.

### How does outside counsel panel and legal spend control differ from a legal department management course?

It concentrates on buying external legal work rather than running the whole function. It goes deeper on panels, fees and invoices than a broader legal department course.

### What do you bring back from outside counsel panel and legal spend control training?

You bring back a panel and spend control plan for your department, with a spend cube, fee model choices and billing guidelines.

## Outside Counsel Panel and Legal Spend Control: The Way Forward

The panel and spend control plan sets out which firms the department uses, how each category of matter is priced and how invoices are checked. Its first decision is usually whether to retender the panel or renegotiate terms with current firms. Heads of legal and finance partners use it together; after the first budget cycle, revisit fee models where matter budgets proved least accurate.