



## About Gedling Legal

Born out of the in-house legal services team at Gedling Borough Council, we at Gedling Legal are a committed team of experts delivering quality, cost effective legal support and solutions to public sector customers. We fully understand and appreciate the environment in which our customers operate.

Highly commended for public/private partnership working at the LLG Awards 2018, Gedling Legal seeks to be the partner of choice for the public sector.

Operating to high standards of client care, the team is supported by a secure and highly effective practice management system which means that client information is available in seconds, providing you with the latest position on your case whenever you need it.

We are proud of the transformation that our team has undergone over the past 3 years and continue in our drive to improve the service year upon year.

At the centre of what we do, our clients find us to be clear, approachable and professional in our efficient delivery of effective advice and services.

With a solid reputation as a knowledgeable team our staff also holds senior positions at industry organisations so you can be assured of a respected, quality service.

The Judges awarded Highly Commended to Gedling Borough Council for their small but mighty approach. The judges noted it was quite rare for a district to be undertaking projects on such a scale to deliver the best deal for their local communities through partnership working and they should be commended for their work in this area as a result.

“Gedling Legal Services, offers its customers easy access to its Solicitors, readily understandable communication throughout the instruction and clear and accurate legal advice. Its team are friendly, professional and approachable. Their can do attitude makes them stand out as excellent service providers and the team is a pleasure to work with.”

Andrew Solley, Revenues Manager

## Francesca Whyley

**Head of Governance & Customer Services,  
Monitoring Officer  
Solicitor**

Francesca qualified as a solicitor in 2004 after starting her legal career in private practice as a paralegal in criminal defence. She joined local government in 2007, moving to Gedling as a litigation and licensing solicitor.

As a member of a small team, Francesca's expertise grew to include planning and procurement work before she became the service manager in 2016.

Since becoming the team manager, Francesca has revolutionised the team preparing it for transformation into a commercial operation. Her focus has been on creating an efficient and highly skilled team whilst continuing to advise clients on corporate governance issues, information governance and high risk project work.

Francesca is enthusiastic about developing partnership links between local authority legal departments and the private sector. She is on the delivery group for EM Lawshare, is the branch secretary for the East Midlands LLG branch and the co-ordinator of the Nottinghamshire and Derbyshire Regulation of Investigatory Powers Act (RIPA) group.



## Litigation and Licensing Team

**Laura Chaplin**

**Senior Legal Advisor (Solicitor)**

Having qualified as a solicitor in 2006, Laura joined Gedling from private practice in January 2017.

Laura is a highly experienced advocate, specialising in all areas of litigation and licensing. She regularly appears before the Magistrates' and County Courts and has successfully represented clients before the Court of Appeal in her role as a Higher Court Advocate.

Laura's achievements include:

- Securing Criminal Behaviour Orders after conviction.
- Obtaining Injunctions for persistent anti-social behaviour and securing custodial sentence's for breach.
- Leading joint Borough prosecution for fly-tipping.
- Successfully defending the Council in numerous Taxi Driver appeals.
- Expeditiously dealing with the removal of unauthorised encampments.



## Litigation and Licensing Team

**Craig Allcock**

**Legal Advisor**

**Deputy Data Protection Officer**

Having been responsible for the implementation of and ongoing compliance with the GDPR and Data Protection Act 2018, Craig is considered our data protection expert. Experienced in delivering advice and training to both employees and councillors he is available to lead large group sessions, small workshops or one to one support.

Craig initially joined Gedling for work experience whilst studying for his law degree in 2015. After graduating from Nottingham Trent University he worked as a paralegal in the private sector specialising in high volume conveyancing. Since returning to Gedling in 2017 he has put his knowledge, skills and experience to use in all areas of Public law.

Craig's current specialism centres around licensing and litigation where he has successfully secured convictions for a variety of offences and recovered large debts for the Council. He also provides advice and guidance on anti-social behaviour matters and oversees the implementation of Public Space Protection Orders.

Currently studying for the Cilex Graduate Fast-track Diploma, Craig is on track to becoming a fully qualified Legal Executive Lawyer.



**Sara Fayaz**  
**Legal Advisor (Solicitor)**

Sara graduated in 2004 with an upper second class honours degree in law from Leeds Beckett University and passed the legal practice course with distinction from Nottingham Law School in 2009.

Sara has extensive experience in legal practice, predominantly litigation, and prior to joining Gedling Legal in April 2019 she managed the Nottingham branch of a charity organisation assisting litigants in person with civil and family matters.

Sara completed her training contract with Gedling Borough Council in May 2021 and deals with all aspects of property, contract and procurement and property law.

Sara provides advice to officers and members on complex areas of planning law and negotiates with third parties when drafting section 106 agreements. Sara also advises Members at Planning Committee



## Practice Management Team

**Sarah Klapkowski**

**Information & Practice Manager**

With a degree in business Sarah is the lead for improving our legal practice. She has 13 years' experience in local government, is an excellent project manager and a highly organised and experienced administrator.

Sarah is responsible for the implementation of the case management system which has transformed the team's working practices and ensures the highest of client care.



## **Our Services**

### **Property**

Commercial leases

Licences

Sales

Acquisitions

Agreements

Landlord and tenant

Regeneration projects

Assets of community value

## **Our Services**

### **Planning and Regeneration**

S106 agreements

General advice – eg appropriate use of planning conditions and obligations

Planning committee support

Planning enforcement

Conservation Areas

Certificates of lawful use

Tree preservation orders

Public footpath orders

Public space protection orders

Compulsory purchase orders

## **Our Services**

### **Contracts and Procurement**

Compliance with the Public Contract Regulations 2015

ICT services and hardware contracts

State aid advice

Outsourcing

Construction and regeneration

Leisure services

Frameworks, inclusive of running mini-competitions

Preparation of contractual documents

Competitive dialogue

Preparation and review of procurement documentation eg selection questionnaires and invitations to tender

Contract disputes and settlement agreements

Process and procedures

## **Our Services**

### **Regulatory and Enforcement**

Licensing

Licensing committee support

Food hygiene

Enviro-crime

Statutory nuisance

Council tax

Benefit fraud

Debt recovery

RIPA

ASB injunctions and general advice

Removal of unauthorised encampments

Criminal behaviour orders

## **Our Services**

### **Compliance and Corporate Governance**

General compliance advice

Constitutional matters

Standards committee support

Monitoring Officer Support – council member disputes,  
complaints and code of conduct matters

Information Governance

GDPR and data protection compliance

Freedom of Information

Subject Access Requests

## Training

Training for officers and councillors – we can create something bespoke for you or you can choose from our menu of ready made courses:

GDPR and data protection

Data Protection Impact Assessments

Witness statement preparation

Licensing Committee

Planning Committee

Contracts and Procurement

Corporate Governance