

ISSUED FOR USE ON:

LEGAL SERVICES PROCEDURE
MANUAL

REF: RU/ADM/LS/011



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015

LEGAL SERVICES PROCEDURE MANUAL

RU/ADM/LS/011

AUTHORIZED BY: Prof. Samuel Gudu Vice-Chancellor	Sign: _____	Date: _____
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PROCEDURE NUMBER 1: LEGAL OPINIONS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in providing legal opinion in the University.

1.2 SCOPE

This procedure applies to all requirements for legal opinion from any unit of the University.

1.3 REFERENCES

- a) Quality Manual – RU/MR/QM/002.
- b) Universities Act no. 42 of 2012 Revised 2018
- c) RU Charter, 2016
- d) RU Statutes
- e) Any other applicable legislation.

1.4 TERMS AND DEFINITIONS

- a) DVC (AFP) – Deputy Vice-Chancellor (Administration, Finance and Planning).
- b) VC- Vice-Chancellor
- c) EA – External Advocates.
- d) HoL-Head of Legal Services

1.5 RESPONSIBILITY

- a) The VC is responsible for the supervision of this procedure.
- b) The head of legal services is responsible for implementation and adherence to this procedure

2.0 PROCESS INPUTS

- a) Instructions
- b) Memos
- c) Relevant Legislations, Regulations and Circulars
- d) RU Statutes

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3.0 METHOD

- 3.1 This process shall start with the HoL receives legal matters for a legal opinion.
- 3.2 The HoL informs and discusses the matter with the Vice-Chancellor for consideration.
- 3.3 The VC shall issue instructions to HoL on the way forward.
- 3.4 The HoL handles the legal matters in an attempt to resolve the matter amicably.
- 3.5 Where there is no amicable solution, HoL under the advice of the Vice-Chancellor, identifies an external advocate from the University panel of advocates and instructs the advocate to pursue the matter.
- 3.6 The University Secretariat ensures the matter is appropriately determined.

4.0 PROCESS OUTPUTS

- a) Legal Opinions
- b) Instructions

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

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PROCEDURE NUMBER 2: DRAWING OF AGREEMENTS

1.0 GENERAL

1.1 PURPOSE

2. The purpose of this procedure is to ensure efficiency and effectiveness in preparation of agreements and relevant legal documentation in the university.

2.0 SCOPE

This procedure applies to preparation and execution of all agreements and other related legal instruments for the University.

2.1 REFERENCES

- a) Quality Manual – RU/MR/QM/002.
- b) RU Statutes.
- c) Constitution of Kenya
- d) Law of Contract Cap 23, Laws of Kenya.
- e) Any other applicable legislation.

2.2 TERMS AND DEFINITIONS

- a) VC- Vice-Chancellor
- b) HoL- Head of Legal Services
- c) PO – Procurement Officer.
- d) FO – Finance Officer.
- e) RU – Rongo University
- f) DVC (AFP)- Deputy Vice-Chancellor (Administration, Finance and Planning)

2.3 RESPONSIBILITY

- a) The VC is responsible for the supervision of this procedure.
- b) The head of legal services is responsible for implementation and adherence to this procedure

2.0 PROCESS INPUTS

- a) Instructions/requests
- b) Constitution of Kenya
- c) Law of Contract Act Cap 23, Laws of Kenya
- d) Other applicable Legislations

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3.0 METHOD

3.1 This process shall start with the HoL receiving instructions from the VC for the development of agreements.

3.2 The HoL shall draft the agreements and submit to the VC for consideration and approval.

4.0 PROCESS OUTPUTS

- a) Memos
- b) Signed Contracts
- c) Annual Review Report

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer's name	Date

RONGO UNIVERSITY - ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

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REF: RU/ADM/LS/011(2)

OBJECTIVES REGISTER FOR LEGAL SERVICES

OBJECTIVES REGISTER FOR LEGAL SERVICES											
Department:	Legal Services										
Rev. Status											
Issue Date:											
Created By:				Reviewed By:				Approved By:			
S.No	Key Result Area	Strategic Objective	Objective	Strategies	Key Performance Indicator	Resources Required	Timeline	Deliverable	Frequency of M & E	Responsibility	
1	Institutional Capacity	To enhance Corporate Governance and image	To conduct at least 1 legal audits in a financial year	Develop legal audit plans and tools, administer the tools, reporting	A legal audit conducted	Budget, Audit tools, legal Auditors	Jun-20	Audit report; audit plan	Annually	Head of Legal Services	
			To sensitize finance and procurement staff on legal issues related to their areas of operation by 30th June 2020	Develop sensitization programme, develop sensitization material, conduct the sensitization, reporting	Finance and procurement staff sensitized	Budget, resource persons, staff	Jun-20	Sensitization Programme and materials, attendance registers, reports	Quarterly	Head of Legal Services	

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RISK REGISTER FOR LEGAL SERVICES

RISK REGISTER FOR LEGAL SERVICES												
Department:	Legal Services											
Rev. Status												
Issue Date:												
Created By:				Reviewed By:				Approved By:				
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
1	Legal Opinions	Wrong opinion	Staff integrity, incompetence, lack of adequate information	Qualified staff, due diligence, code of conduct	1	4	4	Low	Outsourcing services/seek second opinion	Continuous	Further training of legal staff, peruse previous precedence	Head of Legal Services
2	Drawing of Agreements and contracts	Faulty agreements	Incompetence, insufficient information, staff integrity	Qualified staff, due diligence, code of conduct, correct filing	1	4	4	Low	Due diligence	Continuous	Further training of legal staff	Head of Legal Services
3	Implementation of Agreements and contracts	Litigation	Faulty agreements, breach of contracts	Adherence to terms of contract	1	4	4	Low	Arbitration, negotiations	Continuous	Alternative Dispute Resolution/Out of Court Settlement,	Head of Legal Services