



Solid UK Experience. Seamless NZ delivery.  
Zero Degrees of Separation

Welcome to a fresh direction in Legal Outsourcing

Learn more at [www.latitude-south.com](http://www.latitude-south.com)  
Contact us on +44 203 318 1055 or at [info@latitude-south.com](mailto:info@latitude-south.com)

# The Challenge

## For In-house Legal Teams:

In-house legal teams are under pressure to find creative ways to procure legal services at a lower, often fixed, cost without compromising quality.

The global economic downturn has served to amplify demand for an innovative solution.

In-house legal teams are faced with three challenges:

- to reduce legal costs and provide certainty of legal spend
- to deliver a better service to internal clients at a lower cost to the company
- to avoid exposure to risks or compromising quality.

## For Law Firms:

The current economic climate and the evolution of the legal services industry bring challenges for law firms wishing to increase instructions and client satisfaction.

Eager to respond proactively to the changing needs of the market, law firms need to find a creative way:

- to deliver a better service at a lower cost without compromising quality
- to maintain and increase revenue
- to increase firm profile and market share without neglecting client-facing work.

## Outsourcing Challenge

A further challenge facing both in-house legal teams and law firms is to successfully broaden the scope of legal work that can be performed offshore and so penetrate deeper into the range of legal services that can be procured at less cost, rather than focusing solely on outsourcing process-based legal work.

Our unique service offering provides you with the opportunity to do just this.

# The Latitude South Solution

Latitude South offers a fresh direction in outsourced legal services.

Latitude South delivers high quality, lower cost legal services by deploying New Zealand-based former lawyers, all with substantial UK legal experience.

- We offer a range of top-quality legal services that go beyond LPO - from peer review and bespoke document creation to professional support and know-how.
- Combining years of onshore legal experience with process engineering know-how, we can help map your access to senior level UK expertise at junior level prices.
- We maximise turn-around times by crossing both European and New Zealand time-zones, managing your workflow from Asia.
- Our operating model is designed to minimise the “all-in” costs of outsourcing. The quality of our UK experienced team cauterizes duplication of work onshore, and limits review loops that increase the total cost of outsourcing.
- We leverage technology to protect your important data and to integrate our operating systems with yours, whether by linking securely into your existing environment or through an agreed secure solution. Within the chosen environment, we utilise collaborative tools and workflow management systems to deliver a quality work product in a seamless manner.
- Whether you’re an in-house legal team seeking a multi-source solution to drive down legal spend or a law firm requiring branded services or a way to “fix fee” parcels of legal work, Latitude South can provide a creative match to meet your legal needs.

# What Makes Our Solution Unique?



## Latitude South can offer:

### A “safe pair of hands”

We know from experience which legal tasks, activities and processes can be successfully provided offshore.

Through her previous consulting company, one of our Directors, Larissa Glubb, successfully provided remote legal services to Simmons & Simmons, an international law firm, for 2.5 years.

Another of our Directors, Andrew Hamilton, has years of experience in establishing new enterprises and successfully delivering outsourcing solutions for international organizations.

### UK Experience / NZ Delivery

Our handpicked legal consultants, all of whom have 9+ years PQE, have substantial UK legal experience, strong technical skills and significant negotiation experience. We bring a commercially focused, pragmatic approach to the provision of legal services.

And because our legal consultants are now located in New Zealand, a lower cost location, you can access London-quality experience and expertise for considerably less.

### Compatibility

English is not just our business language, it is our first language. All our legal consultants studied and practiced law using English as a first language.

Operating from New Zealand, you get a match of language and professional culture which, combined with our previous legal experience onshore in the UK, means we can fully understand your legal needs in your business context.

### Unique Service Offering

Positioned between lower end, paralegal LPO services and strategic, client-facing, “bet the company” legal advice, our breadth of legal experience across a wide range of key legal areas means we are capable of performing substantive legal services, tasks and activities not offered by legal process outsourcing providers.

### Process Engineering & Transition Management

We believe all organizations can access lower-cost, high-quality legal services if they can properly identify the appropriate work to outsource and effectively manage the required change to gain that access.

Our successful record of providing legal services remotely means we can help identify which parts of your legal work-load are best suited to legal outsourcing. Our process engineering and transition management expertise will simplify your access to the savings that stem from outsourcing selected legal services to us.

### A Client-Centric Approach

Our innovative, results-focused approach to delivering legal services creates a relationship focused on your outcomes, not our inputs.

Many of our legal consultants come from an in-house background. Having been “the client” before, we focus on finding solutions and delivering value, not on billing hours.

# Legal Services

Our legal consultants' commercial experience gives them the business acumen to add genuine value through a true peer review of transaction documents and the creation of bespoke agreements and other legal documents.

## Peer Review & Upgrade

Our legal consultants have previously practiced law in the UK, the US and other international jurisdictions. Our "on the ground" experience mean we can undertake a real peer review of transaction agreements and other legal documentation, empowering you to face the end-client, external counsel or opposing party.

Unlike criteria-based reviews undertaken by LPO companies, we can also analyze and stress-test legal documents to highlight red flags, suggest changes and provide business practical solutions to mitigate risks, minimising onshore review.

## Examples:

Set out below is a small sample of the types of documents we can peer review, customise or create for you. These examples illustrate our point of difference from the criteria based review and pro-forma document creation services offered by LPO companies.

### Outsourcing & Technology:

- review & drafting of IT & BPO agreements and accompanying schedules including:
  - service level agreements
  - benchmarking procedures
  - change control procedures
  - exit management provisions
- review, revision & drafting of technology-related agreements including:
  - software licence, development & support agreements
  - hardware supply & maintenance agreements
  - systems integration agreements
  - IT services & consultancy agreements

## Document Creation

Our breadth of experience allows us to create a wide range of legal documents customised to your business requirements, whether you need these documents to initiate a specific transaction, in a negotiation, or as part of a dispute or wider project.

We create these documents as efficiently as possible by leveraging our residual knowledge and industry experience, relevant technology and knowledge management resources.

### Litigation & Dispute Resolution:

- drafting pleadings and other court documents
- review and extraction of information relevant to a case following the initial discovery process
- drafting and reviewing briefs of evidence
- analysis and drafting reports
- drafting submissions and other preparatory documents for trials/ ADR forums

# Professional Support & Know-how

Our knowledge services offer more than simply the provision of legal theory. We draw on our extensive industry and business experience to develop legal know-how products that support commercial realities.

Our “legal knowledge” products are based on three fundamental principles:

1. managing legal risk
2. eliminating duplicative processes, tasks and activities
3. optimizing access to, and re-use of, legal content and prior work product.

Our team has access to a centralised database of precedents, collaborative tools and the same online legal resources as those utilized by the world’s best law firms. Having previously provided professional support services remotely, we know these types of legal tasks are ideally suited to outsourcing when the provider has a match of experience and skill.

## Examples:

### Standard Form Creation

We can create standard form documents from scratch or leverage your past work product to create best-practise, business focused standard form documents, specific to your organization.

For example:

- bespoke standard form agreements
- alternative clauses
- template forms and frequently-used documents
- guidance notes and checklists

These standard form documents can be used time and again as the starting point for deals, building in an ongoing return on your investment.

### Professional Support & Tailored Know-how Products

You can utilise our services:

1. internally, to empower your team, business unit or organization
2. as additional bandwidth to create outward-facing “branded services” or legal materials for end-clients.

Latitude South can offer:

- legal research
- comment and analysis of case law & legislation
- personalised, targeted alerts on selected topics, laws & regulations
- organization of previous work product and structuring of legal content
- drafting & review of legal marketing materials, legal policies, procedures & checklists
- development of:
  - internal training /legal compliance programs
  - bespoke FAQ lists per topic, business unit, area of specialism or jurisdiction

# Process Engineering & Project Management

We believe every user of legal services can access lower-cost, high-quality providers if they can manage the change required to gain that access.

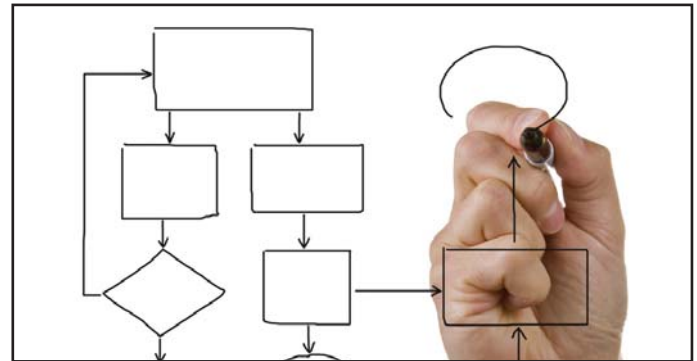
We can provide the change management “key” to unlock lower-cost, high-quality legal services, enabling you to tap the benefits of outsourcing in a sustainable way.

Our key is a fusion of deep legal expertise, process engineering and project management methods and relevant technology.

## Change Management Methodology

Latitude South uses a proven change management methodology to:

- define and align your legal outsourcing objectives with your business objectives, while identifying the risks you wish to manage
- analyse the current process of service delivery to allow our legal experts to identify the components of your work that are appropriate for outsourcing
- design an optimal delivery process that best uses technology and human resources to realize the benefits of outsourcing while mitigating risks
- transition the components outsourced specifically to Latitude South and integrate them with the retained in-house operation to deliver a seamless “location agnostic” workflow
- install controls and measurements to provide transparency, ensure benefits are realized and risks mitigated in a sustainable and ongoing manner, and to enable continuous improvement of service.



## Our Services

Latitude South provides two types of process engineering and project management services:

### • Legal Outsourcing Consulting

We offer change management consultancy services where we decompose your current legal services provision/usage model to demonstrate where savings can be optimized, and design a framework for the appropriate allocation of legal work across the legal services provider spectrum, whether Latitude South is a chosen provider or not.

### • Integration of Latitude South Services

We can design processes, resource plans and workflows to manage the legal work you wish to outsource specifically to Latitude South, and fully project manage the integration of our services with your in-house operations.

## Our Directors



### Larissa Glubb

Larissa is a NZ qualified solicitor with 15 years experience as in-house legal counsel for multinational technology, telecommunications and energy companies and as a lawyer and legal consultant for leading law firms in the UK, Australia and NZ.

Larissa specializes in Information, Communications and Technology Law.

As director of her prior consulting company, Larissa provided remote legal consulting services from New Zealand to Simmons & Simmons, a global law firm. Examples of tasks undertaken include:

- the development of a suite of bespoke, best practice, standard form agreements and guidance notes for the Information, Communications & Technology International Practice Group
- research, development and co-ordination of an internal legal training programme
- peer review of end-client technology agreements

Prior to working with Simmons & Simmons, Larissa worked from New Zealand as a remote legal consultant to Perot Systems Corporation (US) and Wigley & Company (Boutique ICT Law Firm, NZ).

Between 1998 and 2004 Larissa practised in London where she held the following positions:

- Associate General Counsel at Perot Systems Corporation
- Senior Solicitor at Tarlo Lyons (Boutique ICT law firm)
- Legal Counsel at Mobil Oil UK

Larissa previously practiced as a senior solicitor in the ICT team at Gilbert + Tobin (Sydney), during which time she was seconded to Vodafone Australia's in-house legal team. Larissa started her career with Bell Gully, in New Zealand.

Larissa can be contacted at [larissa.glubb@latitude-south.com](mailto:larissa.glubb@latitude-south.com)

## Our Directors



### Andrew Hamilton

Andrew is a NZ qualified solicitor with over 12 years international experience in project management, vendor management, outsourcing transition and new business integration management for international investment banks.

Andrew's qualifications include Prince2 (project management) and a Black Belt in Six Sigma (process engineering).

Andrew has recently resigned after 9 years at Deutsche Bank. During his time at DB, most recently as a Director of Project Management for Global Markets Sales and Trading, Andrew undertook a wide range of projects and services including:

- the establishment of a Non-Banking Financial Company in India and an Islamic Bank in Malaysia
- designing transition management processes as part of DB's offshoring of 1200 financial services roles to a captive in the Philippines
- vendor management projects focused on governance of vendor on-boarding, ongoing vendor relationship management, and specific Front Office cost reduction projects
- the implementation of Front Office trading platforms, finance systems and market data platforms in London, Frankfurt and New York
- Asia Sales and Trading front to back process re-engineering
- regional infrastructure capability and capacity analyses
- global collateral management process analysis and re-engineering

Andrew can be contacted at [andrew.hamilton@latitude-south.com](mailto:andrew.hamilton@latitude-south.com)

# Our Legal Consultants

Our legal consultants are all senior, internationally experienced, former lawyers.

Many of our legal consultants have previously qualified to practice as solicitors in both New Zealand and the United Kingdom. Other legal consultants have previously qualified in Ireland, Australia and the Cayman Islands.

Without exception, each one of our legal consultants has previously practised as a lawyer in the UK. But not just anywhere in the UK.

Members of our team have previously practised as in-house counsel for large, multinational corporations and as private practice solicitors in top-tier London and international law firms including:

## Law Firms

- Allen & Overy
- Herbert Smith
- SJ Berwin
- Barlow Lyde & Gilbert
- Millbank Tweed
- Holme, Roberts & Owen
- Hunter & Hunter (Cayman Islands)
- A & L Goodbody (Dublin)
- Minter Ellison
- Gilbert + Tobin (Sydney)
- Allens Arthur Robinson (Sydney)
- Russell McVeagh (New Zealand)

## Corporate Legal Teams

- Goldman Sachs
- GE Capital
- United Pan-European Communications
- PriceWaterhouseCoopers
- Perot Systems Corporation
- Vodafone
- Iveco Limited (part of the Fiat Group)
- HVB Real Estate Capital
- Mobil Oil

---

# Media Contact

---

For all media enquiries, please contact:

Andrew Hamilton  
Director

Latitude South  
Level 21  
Centennial Tower  
3 Temasek Avenue  
Singapore 039190

Tel: +44 203 318 1055

Email: [andrew.hamilton@latitude-south.com](mailto:andrew.hamilton@latitude-south.com)

