

2010 Contract (Civil)

Contract Number: <area number>/<account number>/<version>

Office Schedule [Civil] Number:

Name of Provider	Provider's name>
Address of Principal Office	<Provider's office address>
Address of the Office to which this Schedule applies¹	<Provider's office address>

TABLE 1 – START DATE, END DATE

Schedule Start Date	14 October 2010	Schedule End Date	13 October 2011
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TABLE 2 – MATTER STARTS SUMMARY

1. Category of Law	2. Total Matter Starts	3. Licensed Work Authorised	4. Schedule Authorisation ³	1. Category of Law	2. Total Matter Starts	3. Licensed Work Authorised	4. Schedule Authorisation ³
	MAX ²				MAX ²		
Family	210	✓	✓	Education	0		
Housing	120	✓	✓	Consumer General Contract	0	✓	
Debt	120	✓	✓	Actions Against the Police etc.	24	✓	✓
Welfare Benefits	0	✓		Public Law	0		
Community Care	72	✓	✓	Personal Injury	0	✓	
Employment	0	✓		Clinical Negligence	0		
Immigration	84	✓	✓	Residual List		✓	
Immigration - Asylum	36	✓	✓	Tolerance ⁴	35		
Mental Health	36	✓	✓				

TABLE 3 – SCHEDULE PAYMENT LIMIT AND STANDARD MONTHLY PAYMENT

Your Schedule Payment Limit is	£	Your Standard Monthly Payment is	£
	(Inc. VAT where applicable)		(Inc. VAT where applicable)

(1) Unless otherwise authorised in the contract, Contract Work may only be carried out from the location specified - see Clause 12.3 of the Standard Terms

(2) This column shows the maximum number of new Matter Starts in each Category of Law you may start from the Office (or other location(s) set out in Tables 4 or 6) while this Schedule is in force.

(3) You must have Schedule Authorisation to carry out work in a Category, unless you are permitted to undertake the work as Tolerance Work – see the Specification for further details.

(4) Categories of law excluded from Tolerance: Family, Immigration (including Asylum), Mental Health, Clinical Negligence, Actions Against the Police etc, Education, Public Law, Personal Injury (Licensed work only).

TABLE 4⁵ – CONTRACT WORK

1. Category of Law	2. Procurement Area	3 Access Point	4. Matter Starts		5 Authorised Litigator ⁸	6. Consortia ⁹	7. Service Combinations ¹⁰	8. Type of Presence	9. Supervision	10. Outreach authorised
	Name	Name	MIN ⁶	MAX ⁷	Access Type	Consortia ID	Type	Type	Type	
Family	Bridgend, Cardiff and The Vale of Glamorgan	Cardiff	100	120	N/A	N/A	Public & Private	Permanent	75%	
Family	Bridgend, Cardiff and The Vale of Glamorgan	Bridgend	75	90	N/A	N/A	Private	Part Time	75%	
Family	National	N/A	N/A	N/A	N/A	N/A	Child Abduction	National	75%	
Housing	Bridgend, Cardiff and The Vale of Glamorgan	Cardiff	100	120	Employed	1000A	N/A	Permanent	50%	✓
Debt	Bridgend, Cardiff and The Vale of Glamorgan	Cardiff	100	120	N/A	1000A	N/A	Permanent	25%	
Community Care	Bridgend, Cardiff and The Vale of Glamorgan	N/A	20	24	Access	N/A	N/A	Permanent	75%	
Community Care	South East Wales	N/A	20	24	Access	N/A	N/A	Part Time	75%	
Community Care	South West Wales	N/A	20	24	Access	N/A	N/A	Part Time	75%	
Immigration - Asylum	Wales	Bridgend, Cardiff and The Vale of Glamorgan	70	84	Employed	N/A	N/A	Permanent	50%	
Immigration	Wales	Bridgend, Cardiff and The Vale of Glamorgan	30	36	Employed	N/A	N/A	Permanent	50%	
Mental Health	Wales	N/A	30	36	N/A	N/A	N/A	Alternative	50%	✓
Action Against the Police etc.	Wales	N/A	0	24	N/A	N/A	N/A	Alternative	100%	

⁽⁵⁾ This table shows the Contract obligations on you in relation to the individual Category of Law and/or Procurement Area/Access Point while this Schedule is in force. The Civil Specification contains the detailed rules regarding these obligations.

⁽⁶⁾ In addition to your KPIs, this column shows the minimum number of new Matter Starts in each Category of Law you **must** start from the Office (or other location(s) set out in Tables 4 or 6) in the specified Procurement Area / Access Point while this Schedule is in force.

⁽⁷⁾ This column shows the maximum number of new Matter Starts in each Category of Law you are authorised to start from the Office (or other location(s) set out in Tables 4 or 6) in the specified Procurement Area / Access Point while this Schedule is in force.

⁽⁸⁾ This column shows the access you must provide to an Authorised Litigator while this Schedule is in force (applicable to Mental Health (relating to work in High Security Hospitals), Housing; Community Care; Immigration; and Immigration – Asylum only).

⁽⁹⁾ If you provide Housing and/or Debt and/or Welfare Benefits as part of a consortium this column specifies your consortia reference number.

⁽¹⁰⁾ If you are a Family Provider you must deliver the type of Service Combination in the Procurement Area/Access Point denoted in this column while this Schedule is in force.

TABLE 5 – SPECIALIST CASEWORKERS

Whilst this Schedule is in force you must maintain personnel holding the following PANEL MEMBERSHIP (FAMILY ONLY):

Law Society Children Panel / equivalent	<input type="checkbox"/>
Law Society Family Panel / Resolution Accredited Specialist in Domestic Abuse / equivalent	<input type="checkbox"/>

TABLE 6 – PART TIME PRESENCE CONTRACT WORK

You are authorised to perform Contract Work through a semi permanent presence at TO BE SPECIFIED BY REGIONAL OFFICE – ADDRESS(ES) OF OFFICES WHERE CONTRACT WORK MAY BE UNDERTAKEN WHERE A PART TIME PRESENCE IS AUTHORISED

<CATEGORY>/<PROCUREMENT AREA>/<ACCESS POINT>/ <ADDRESS>

TABLE 7 – OUTREACH WORK

You are authorised to perform Contract Work at TO BE SPECIFIED BY REGIONAL OFFICE – OUTREACH WORK EXCLUDING HOUSING POSSESSION DUTY SCHEMES AND IRC work, WHICH WILL BE COVERED BY SEPARATE SCHEDULES.

<CATEGORY>/<PROCUREMENT AREA>/<ACCESS POINT>/<ADDRESS>/<FREQUENCY>/<NUMBER OF NMS THAT CAN BE USED>

TABLE 8 – CONSORTIA DETAILS

In delivering Debt, Housing and Welfare Benefits work as part of consortium <CONSORTIUM ID>, you must deliver services with the following organisations in line with the requirements stated in paragraph 2.55 – 2.56 of the 2010 Standard Civil Contract Specification:

<CATEGORY1>/<CATEGORY2>/<CATEGORY3>/<PROCUREMENT AREA>/<ACCESS POINT>/<ORG ACCOUNT NUMBER>/<ORG NAME>/<ADDRESS>

TABLE 9 – SPECIAL PROVISIONS AND RESTRICTIONS

Signed for the Legal Services Commission (electronically or by hand) by:

Name of Signatory:

[Print Name]

Status of Signatory:

[Print Status]

This Schedule is valid only if it is signed by a Director or a person with the specific written authority of the Commission's Chief Executive.