

2010 Standard Civil Contract: Update on contract documentation 12 November 2010

If you have returned your signed contract and sent in documents required to comply with conditions by 5pm today, we will send you an email by the end of tomorrow (Saturday 13 November) to confirm that you can start work on Monday 15 November. We will send your countersigned contract documentation by close of business on 19 November.

If you have returned your signed contract but have not sent in documents which comply with conditions, we will be contacting you next week regarding the reasons for non-compliance and to resolve any issues. This most commonly relates to Supervisor Self Declaration Forms which have not been properly completed. You will **not** be able to start work until we confirm that you have complied with any conditions.

In a small number of cases, there have been problems with information on the schedules issued. We are working hard to resolve these as soon as possible. If there is a simple typing error in your schedule (such as an incorrect office address) please amend this in writing, sign this amended schedule and return it to us as requested. We will make this correction in the countersigned version to be sent out by 19 November.

Some Frequently Asked Questions

1. What is the position on Family?

The Unified Contract 2007 has been extended to 14 December 2010 to those providers with the Family Category (and Housing category for those who currently hold it but do not hold the social welfare law category under the 2010 Standard Civil Contract). The schedules for these are being sent out this Friday 12 November. For now providers will have the same allocation of NMS as their current Unified Contract.

We have announced today that the Unified Contract 2007 will be further extended to 30 November 2011 to those providers with the Family Category (and Housing category for those who currently hold it but do not hold the social welfare law category under the 2010 Standard Civil Contract). Notice of this extension has been sent out.

2. Why are the new matter starts different from what I have been previously advised?

The most likely explanation is that you have requested tolerance work. In this case the allocation against each category will show the amount that you were awarded less 5%. You will find the difference contained in the Tolerance total in table 2. Any difference in total is as a result of rounding.

The maximum amount of matter starts that you can commence in any single category is shown in table 4 of the schedule. The number of matter starts that you commence, including tolerance work, cannot exceed this number.

Example:

An organisation has been awarded the following.

Category	Award	Less Tolerance	Tolerance	Maximum Matter Starts
Debt	100	95	5	100
Housing	100	95	5	100
Welfare Benefits	100	95	5	100
Total	300	285	15	300

The organisation can open up to 100 matter starts in each of the above categories. However if it starts the maximum 15 tolerance cases, it will only be able to start 285 case across the 3 categories.

If the number of matters starts is higher than you were expecting, you have received additional matter starts as a result of a reallocation as a result of the verification exercise or a re-scoring of the tender.

If the number of matter starts received has reduced and is not covered by the above explanation. Please respond to the email address from which you received your contract documentation notifying us.

3. Why are the Standard Monthly Payment (SMP) and Schedule Payment Limit (SPL) showing £0?

Although the SMP and SPL have been set to £0, providers will continue to receive the same SMP as they currently do. It has been set to zero to avoid any potential confusion caused by the existence of two separate Civil Schedules (the Unified Contract and the Standard Civil Contract). We will be operating with two contracts but paying a single SMP for the immediate future.

4. The schedule runs to 30/11/2011 which is 54 weeks; will additional matter starts be allocated?

The schedule has been extended to the end of November to ensure that reporting periods become monthly once more. This will improve internal management information and make life easier for providers when they report work. We will deal with the extended period of this schedule once the contracts have been issued and once the position over family work has been clarified.

5. What is the position on the Housing Possession Court Duty Solicitor Schemes?

The scheme will start on 15th November with some awards being conditional on the outcome of appeals. On this basis, some schedules will only last two and a half months, until the end of January 2011.