

## Annex 4

### Legal Services Commission New Asylum Model Early Legal Advice Pilot in Solihull Specification

#### Payment Rates Annex (Solicitors)

1. Except as otherwise set out in this Annex, payment for Contract Work will be at the rates set out in the General Civil Contract.

#### Legal Help Costs Limit (“the Limit”)

2. There are limits to the amount of work that you can claim under Legal Help in each matter. This limit will include all preparation, attendance on the client, negotiation and communication with the NAM Case-Owner, letters and telephone calls. This limit is exclusive of attendance at the Interactive Home Office Interview (see paragraphs 10 and 11) and disbursements.
3. The Limit is as follows:
  - a) £800.00
  - b) The Limit includes all work that is not undertaken in connection with the preparation of an appeal. Such work includes initial welfare benefits/NASS advice. See also Rule 12.2.6 of the Immigration Specification relating to Separate Matters.
  - c) You must not exceed these limits without prior authority from the Legal Services Commission’s National Immigration Team. See Rule 12.2.12 of the Immigration Specification in relation to an application to extend the Limit.
  - d) Where you have exceeded the Limit without prior authority you will only be paid costs that are within the Limit. You must not claim for the excess between the Limit and the actual costs, and any such claim will be disallowed.
  - e) For the avoidance of doubt, the Limit specified at (a) above is in place of the Legal Help Costs Limit set out in Rule 12.3.1 of the Immigration Specification.

#### Maximum Disbursement Limit

4. Disbursements, including interpreters’ fees and costs of medical and experts’ reports under Legal Help, are subject to a maximum limit.
5. This limit will include interpreter costs and the costs of any reports or expert evidence required at the Legal Help stage.
6. You can claim disbursements up to a total of £800 inclusive of VAT, under Legal Help, for each matter without the need to apply for prior authorisation.
7. You must not exceed this limit without prior authority from the Legal Services Commission National Immigration Team. See Rule 12.2.12 of the Immigration Specification in relation to an application to extend the Maximum Disbursement Limit.
8. Where you have exceeded the Maximum Disbursement Limit without prior authority you will only be paid disbursements up to the Maximum Disbursement Limit. You must not claim for the excess between the limit and the actual cost of the disbursements, and any such claim will be disallowed.

9. For the avoidance of doubt, the Maximum Disbursement Limit specified at 6 above is in place of the Maximum Disbursement Limit set out in Rule 12.3.3 of the Immigration Specification.

**Attendance at the Interactive Home Office Interview**

10. You are authorised to claim reasonable costs in addition to the Legal Help Costs Limit for time spent, including travel and waiting, in accompanying a client to the Interactive Home Office Interview at:

Sandford House  
Homer Road  
Solihull  
B91 3QJ.

11. In recognition of the active role that the Level 2 (Senior Caseworker) will undertake during the Interactive Home Office Interview you may claim an enhancement of 33% on the Legal Help payment rate (as defined in the General Civil Contract, Annex A) of £52.55. This equates to £69.89. This enhancement does not apply to the costs of travel and waiting.