

Annex 5

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

Payment Rates Annex (Not for Profit)

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 Casework 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 8 and 9) and disbursements.
3. The Limit is as follows:
 - a) 14 hours of direct casework time;
 - 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 13.2.5 of the Immigration Specification relating to Separate Matters.
 - c) You must not exceed the limit without prior authority from the Legal Services Commission’s National Immigration Team. See Rule 13.2.10 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 time, 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 Casework Limit set out in Rule 13.3.1 of the Immigration Specification.

Individual Disbursement Limit

4. You can claim disbursements up to a total of £600 inclusive of VAT, under Legal Help, without the need to apply for prior authorisation.
5. You must not exceed the Individual Disbursement Limit without prior authority from the Legal Services Commission’s National Immigration Team. See Rule 13.2.10 of the Immigration Specification in relation to an application to extend this limit.
6. Where you have exceeded the limit without prior authority you will only be paid disbursements up to this 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.
7. For the avoidance of doubt, the Individual Disbursement Limit specified at 4 above is in place of any Individual Disbursement Limit as applying to your organisation.

Attendance at the Interactive Home Office Interview

8. You are authorised to claim reasonable time in addition to the Legal Help Casework 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.

9. In recognition of the active role that the Level 2 (Senior Caseworker) will undertake during the Interactive Home Office Interview you may claim an uplift in relation to the amount of hours. Therefore, when submitting a claim, you should increase the hours you claim by 33%. This enhancement does not apply to the costs of travel and time in waiting.