

LSC Unified Contract

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

Office Schedule [Civil & Family] Number:

Name of Supplier	<Supplier's name>
Address of Schedule Office	<Supplier's office address>
Address(es) of any Linked Office(s)	

TABLE 1 – START AND END DATES			
Schedule Start Date	1 April 2007	Schedule End Date	31 March 2008

TABLE 2* - MATTER STARTS AND LICENCES										
1. Category of Law	2. Matter Starts		3. Licensed Work Cases		1. Category of Law	2. Matter Starts		3. Licensed Work Cases		
	MAX	MIN	MAX	MIN		MAX	MIN	MAX	MIN	
Family					Mental Health					
Welfare Benefits					Education					
Debt					Community Care					
Employment					Actions Against the Police etc.					
Consumer/General Contract					Public Law (****)					
Immigration – Asylum(**)					Personal Injury					
Immigration – Non Asylum(**)					Clinical Negligence					
Housing					Residual List (*****)					
Tolerance Matter Starts (***)			Categories of Law excluded from Tolerance						Family, Immigration, Mental Health, Clinical Negligence	

(*) This table shows the Categories of Law in which you may start new matters, new cases or both - as either Controlled Work (Matter Starts – column 2) (matters) or Licensed Work (Licence – column 3) (cases) while this Schedule is in force. Where a number is specified in the MAX column, this denotes the maximum number of matters or cases you **may** start in the Category of Law. Where a number is specified in the MIN column, this denotes the minimum number of matters or cases you **must** make in the Category of Law. A tick (or “YES”) means that you may start new matters or cases in the Category of Law without any numerical requirement. No tick or number (or “NO”) means that you are **not permitted** to start new matters or cases in the Category of Law.

(**) Immigration – Matter Starts in this Category of Law may be allocated to Asylum matters only, Non Asylum matters only, or both. “Asylum” means a matter involving a claim that it would be contrary to the United Kingdom’s obligations, under the Refugee Convention under Article 3 of the Human Rights Convention, for the claimant to be removed from, or required to leave, the United Kingdom.

(***) Tolerance Matter Starts – these are Matter Starts that you may make in any Category of Law (or type of work within the Residual List) except (a) Categories of Law excluded from Tolerance and (b) Categories of Law in which you have been allocated Matter Starts (even if you have used them all). Also excluded from Tolerance, though it is not a Category of Law, is Associated CLS Work.

(****) Public Law – This Category includes Associated CLS Work.

(*****) “Residual List” means the list (in the Funding Code) of work that is fundable, but which is not in a Category of Law.

TABLE 3 – SCHEDULE PAYMENT LIMIT AND STANDARD MONTHLY PAYMENT

Your Schedule Payment Limit is	£	(Inc. VAT)	Your Standard Monthly Payment is	£	(Inc. VAT)
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TABLE 4 – OUTREACH WORK

You are authorised to perform Outreach Work at any location in your Bid Zone. Any other Outreach Work authorisation is set out below.

TABLE 5 – VOLUME OF WORK REQUIREMENTS

TABLE 6 – SPECIAL PROVISIONS AND RESTRICTIONS

Devolved Powers

Specified Powers	YES/NO

Performance Indicators

Indicator	Performance

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 Regional Director or a person with the specific written authority of the Commission's Chief Executive.

NOTE

Within seven days of receipt, please sign (electronically or by hand) and return a copy of this Schedule to your Regional Office so that we know that you have received it.