



LEGAL SERVICES COMMISSION

Contracting – Legal Services Commission
29-37 Red Lion Street
London
WC1R 4PP



10 July 2003

Reference: Region/Account Number/01

Dear,

**General Civil Contract (Not-for-Profit)
Reporting Contract Work and Disbursements Expenditure: 01/04/2003 to 30/06/2003**

The General Civil Contract (Not-for-Profit) provides for Not-for-Profit agencies to claim all Legal Help casework hours performed against their casework targets, regardless of whether such hours relate to completed cases or to open matters. As the monthly Consolidated Matter Report Forms that you submit to us only provide information concerning completed matters, we would now like you to let us know about all of the contract work you have carried out and the disbursements you have expended on both open and closed matters for the following period:

01/04/2003 to 30/06/2003 inclusive (or any part of that period during which you were contracted with us to provide Legal Services).

Please note that whereas previously we asked you to submit a single figure for hours worked in each category of law and in total for the entire quarter, we would now like you to give us discrete figures for each of the three months of the quarter. This will help us to improve our monitoring processes and, in the case of disbursements, to ensure that we award you adequate funding to cover your expenditure during the course of the contracting year. Please provide us with monthly figures to show the amount of contract time (in hours) that you have spent on the following:

- I. Direct Casework in each Category of Law
- II. Level i Work
- III. Travel to outreach sessions (only if authorised by your Schedule)
- IV. All contract activity for which time can be claimed (i.e. a total of the figures that you have reported under I, II, III above).
- V. Travel time for individual cases
- VI. Waiting time for individual cases

Where we have asked you to report hours quarterly, you should enter totals for all three months on this form. The form may also be used for monthly reporting, if your regional office requires this, by completing the first column only.

Please ensure that all time totals are decimalised, i.e. 2 hours 45 minutes is 2.75 hours, not 2.45.

You will note that you as well as including travel and waiting time incurred on individual cases within the total figures for each category of law, under the new contract we also require you to identify and report on travel and waiting separately in V and VI above for monitoring purposes. Because the reporting of travel and waiting time incurred on individual cases is a new requirement, some of the time recording software used by the Not-for-Profit sector may not yet be capable of extracting this data. It will not be compulsory to submit information pertaining to these indicators until the first report after 1st October 2003. If, however, you are

able to begin reporting this data before then you should please do so. Please see the guidance attached for more information.

In addition to these figures, please provide monthly figures for:

- Disbursements paid

This letter is accompanied by the new Contract Work Report Form which you may photocopy and use to record the information identified above. You will also find a guidance note which explains how to fill in the form. The form and guidance will be posted to the LSC website as soon as possible.

Alternatively, you may, if you wish, print appropriate reports from your time recording software and submit these.

Completed forms and reports should be returned to your LSC Regional Office at the above address by <date>. If you experience difficulty in sourcing the data using your time recording software, please contact the suppliers of the software for assistance.

Yours sincerely,

Elliott Miller
Legal Services Commission