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17/11/23

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Issue 31 of 2023

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Civil Legal Aid News

Civil Processing dates

Check timescales for LAA to process your work (for example, civil applications and bills) [here](#).

'Check if your client qualifies for legal aid' (CCQ)

A reminder that providers working in civil legal aid are now able to access a new financial eligibility tool called 'check if your client qualifies for legal aid' (CCQ).

The CCQ tool can be used to perform a means calculation for both:

- certificated (licensed) legal work
- controlled work (legal help and family mediation)

[You can access the tool here](#)

Immigration Providers South West Support Directory

The list of providers able to carry out legal aid immigration work in the south west of England has been updated and [can be found here](#).

Please refer to our earlier updates for our views on this initiative by the Legal Aid Agency.

High cost family case planning hints and tips

The LAA is offering the chance to learn how their caseworkers approach case plan submissions based on hourly rates in high cost family cases.

The webinar will be on 5 December 2023 at 4pm. You will be able to question the subject matter experts on the topics covered but they cannot answer case specific enquiries. Booking window closes 5pm, 4 December.

[Registration >>](#)



Legal Aid
Agency

Criminal Legal Aid News

APL request for information on prison visits

A request from our friends at the Association of Prison Lawyers.

Lawyers working with people in prison need to be able to see clients! At the moment, the system is patchy at best: every prison has a different system. Some "don't do links for solicitors", others have such limited availability you have to wait for months. The Association of Prison Lawyers is collecting data to see what we can do to fix this problem.

Please fill it in this simple form if you come across difficulties in accessing clients in prison - it only takes a few minutes! APL will be collecting this information over the next two weeks.

<https://shorturl.at/zGOQT>

Crime Processing dates

Check timescales for the Legal Aid Agency (LAA) to process your work (eg prior authority application, graduated fee claims) [here](#).

HMP Exeter's new video conferencing centre open

From the latest Legal Aid Agency [Legal aid Bulletin](#):

Pre-hearings are automatically booked for 15 minutes before the court hearing. Cloud Video Platform (CVP) links are provided at court from the Digital Case Management System or from courtroom staff. Additional capacity is available for longer conferences with the defendant in prison, by video or face to face. Photo ID is required for all video pre-hearings at HM Prisons. Call 013924 15745 or email to book.

[Video bookings mailbox >>](#)

Reporting security incidents and data breaches

Also from the latest Legal Aid Agency [Legal aid Bulletin](#):

Providers holding legal aid contracts are reminded that they must report any security incidents or data breaches to their contract manager as soon as they become aware of any issues. If you are using Criminal Justice Secure eMail (CJSM) or the CJS Common Platform case management system you must also



Legal Aid
Agency

LAPG News & Events

LAPG Annual Legal Aid Conference - 9 November



Thank you to everyone who attended our packed conference at UCL in London on 9 November. A special thanks to Carol Storer for organising the event (with the support of the wonderful LAPG elves) and to our Advisory Committee and friends across the sector for the time and energy they put into chairing and/or speaking during the 15 plenary and workshop sessions. We'll provide a more detailed overview of the conference in the coming weeks, including our key takeaways for practitioners and policy specialists.

LAPG training courses

Management Skills for Private Practice Training Modules

In 2014 LAPG was awarded a government grant to develop a management training programme for legal aid law firms. Successfully piloted in 2015, the Certificate in Practice Management combined face-to-face training with online learning and materials to provide an accessible and affordable management training programme for busy lawyers and practice managers.

We have now completely re-designed the programme and this year sees the launch of our Management Skills for Private Practice training modules. You can take any number of modules to suit your needs. If you would like to learn more or book an individual session please [click here](#). Complete them all and you'll be awarded the LAPG Certificate in Private Practice Management. 90% of employers surveyed said they'd noticed increased knowledge, skills and confidence in the staff that had attended the full programme.

The modules are designed around the Law Society LEXCEL standard, the Specialist Quality Mark and the SRA competence framework:

The remaining modules in the current course are:

3. [EDI, Policies & Compliance](#) - 30th November
4. [Marketing & Communications](#) - 14th December, Half-Day Session (AM)
5. [Managing a Legal Aid Contract](#) - 14th December, Half-Day Session (PM)

You can book any of the individual sessions above by clicking on them. If you would like to take multiple sessions, but not the entire course, please contact our Head of Learning & Development, [Andrea Shumaker](#). For each additional session you book, you receive a 10% discount.

The course trainers include Vicky Ling, Matt Howgate and other legal aid sector experts. Phaniel Mutumburi and Themer Slimane will join us for sessions 4 and 5 respectively. Themer will discuss different approaches to communication with a focus on social media and Phaniel Mutumburi will focus on the importance of diversity and inclusion in the workplace.

We are able to heavily discount this course thanks to the generous support of The Legal Education Foundation and the Community Justice Fund. Our main tutors, Matt Howgate and Vicky Ling, bring invaluable knowledge gained through many years of work in the sector and consultancy. Matt and Vicky will:

- Show you how to set meaningful organisational and operational objectives by using a SWOT analysis
- Help you carry out effective financial planning and analysis by focusing on understanding resource, income, budgeting, forecasting, resource and variance analysis
- Give you the tools to manage all aspects of people management from recruitment to appraisal
- Discuss SQM and Lexcel as well as policies to ensure compliance with SRA, OISC, Legal Aid and regulatory requirements including how to avoid audit issues and contract notices
- Create communication strategies

We house this course on our new learning platform Thinkific! It is a wonderful way to engage in our courses, save time and have everything you need all in one place rather than sifting through your emails trying to find materials and zoom links. This platform is easy to use and gives us the

opportunity to update our courses to be more effective for our participants.

A recent graduate of the 2021 CPM course said:

“I would highly recommend the LAPG Certificate in Practice Management course for all partners and managers in legal aid firms. It is the only law management course I know of aimed exclusively at helping legal aid firms to manage their businesses – good management is so essential for delivering access to justice to all. The course is full of practical tips and over 5 sessions gives you get a very good overview of all the key aspects of running a legal aid practice.”

Managing Partner of a large legal aid firm

If you would like to know more about this course, or to reserve your place, contact [Andrea Shumaker](#).

Supervision Courses

We have confirmed the dates for our 2024 Supervision Courses scheduled for 18th January, 7th March, 23rd April, 2nd May, 8th August and 12th November you can book your place on any of 2024 training dates below:

[**18TH JANUARY 2024**](#)

[**7TH MARCH 2024**](#)

[**23RD APRIL 2024**](#)

[**2ND MAY 2024**](#)

[**8TH AUGUST 2024**](#)

[**12 NOVEMBER 2024**](#)

Designed for new LAA Supervisors or those wishing to refresh their supervisory skills, our course helps you meet a key component in securing and then effectively operating your legal aid contract and meeting the LAA's supervisor standards. We again welcome Matt Howgate and Vicky Ling as our tutors for this course. You will receive practical help filling out supervisor forms, learn how to conduct file reviews and how to keep up to date with LAA changes.

LAPG members receive a £40 discount on the course fee, bringing it down from £250 to £210 for the day. Book multiple delegates from your organisation and receive an additional 10% discount.

We have reformatted the course so that we are covering all of the same content across one day rather than two days. The content in this course is relevant for both crime and civil practitioners.

If you would like to know more about this course, or to reserve your place, contact [Andrea Shumaker](#).

Online Introduction to Civil Legal Aid Course

The Civil Legal Aid scheme is incredibly complex and the consequences of getting something wrong can be damaging to a client's case or financially damaging to the organisation doing the work – sometimes both. We have therefore developed the first module in a series which provides a general introduction to the civil legal aid scheme aimed at trainees, paralegals, junior lawyers and those that wish to refresh their knowledge having worked in the sector for some time.

We have moved this online module onto a new training platform, Thinkific! This new platform allows for growth and development of the course and a better overall experience for the user. The same information is covered and it is still entirely self-paced, you will still receive access to the course for 12 months.

We now offer this course in written and video versions! Once you are enrolled on the course you will have the option to read through the material yourself or watch a video! You can mix and match how you learn to complete the course in a way that best suits your learning style and time constraints. All the video and written content are available on the Thinkific platform and you will have full access to both versions.

If you would like to subscribe for just £99 please click [here](#). If you have any issues or require an invoice please email [Andrea Shumaker](#). We offer three discount codes, JFF, for Justice First Fellows, JFFO, for Just First Fellowship Host Organisation employees, and multiple-tickets, to be used when subscribing more than one participant on the course.

Sector News & Events



The immigration system is now more complex and punitive than ever. This event is for those seeking to challenge discrimination and unfairness in immigration, using strategic legal, research and policy work.

PLP is presenting this series of seminars in partnership with Immigration Law Practitioners' Association (ILPA), the Strategic Legal Advice Committee (SLAC), and the Strategic Legal Fund (SLF).

The 6 seminars are presented online 1 or 1.5 hour sessions (9.5 hours in total) split over 4 days.

All sessions are recorded so attendees can access after the event.

[Full details here](#)

INQUEST – No More Deaths campaign



In June, INQUEST launched the [No More Deaths](#) campaign. A call for the government to establish a National Oversight Mechanism to monitor recommendations following state-related deaths and put an end to preventable deaths.

This week they launched a video in collaboration with Christian Weaver and [The Law in 60 Seconds](#) to explain the urgent need for a National Oversight Mechanism. You can watch the video [here](#).

TAKE ACTION NOW

- [Sign the petition](#)
 - Write to your MP to ask for their support using [the draft template](#). You can find your local MP and email them [here](#).
 - Share the video, [petition](#) and [template for writing to your MP](#) across [Facebook](#), [Instagram](#) and [Twitter](#) and with people you know.
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Take care one and all,

Chris Minnoch, CEO [@ChrisLAPG](#)

Follow LAPG on Twitter [@WeAreLAPG](#)

[#WeAreLegalAid](#)

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Subscribe to our courses

Would you like to contribute to our Member Updates and share news and information with other members? If so, just email us and we can discuss how you can best contribute.

Thank you for being brave enough to be part of the LAPG community!

**LEGAL AID
LAWYER
OF THE YEAR AWARDS**



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