



11/03/22

## LAPG Member Update

Issue 6 of 2022

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## Legal Aid News & Events

# LAA's 'Headline Intentions' for civil contracting - 2018

Guidance  
**Standard civil contract 2018**

The 2018 Standard Civil Contract governs the provision of face-to-face legal aid services in all civil categories.

# Standard Civil Contract to be extended to 31 August 2023

The LAA this week contacted all civil representative and membership bodies, setting out their headline intentions for civil contracting. This notification should be winging its way to you from the LAA any day now.

*'[We are] writing to notify you of our current intentions concerning the 2018 Standard Civil Contract which is to offer an extension to the Contract on the following basis:*

*The contract will be extended to 31 August 2023 with the exception of the Immigration category.*

*Immigration will be extended for a shorter period and replaced with a stand-alone Immigration specific contract which will enable us to implement changes resulting from the Nationality and Borders Bill. The length of the extension will be communicated as soon as agreed. The MoJ will be consulting in Spring 2022 on new Immigration fees as a result of the Nationality and Borders Bill and the new Immigration contract will be tendered on the basis of these proposals, once finalised.*

*We will be writing to all current civil contract providers to confirm our intentions and formally issue extension offers on this basis.*

*Whilst this represents our current intentions this position is subject to change and does not represent a definitive position.*

*We will be writing to you separately on the HPCDS contracts once we have had confirmation of timings from Ministers.'*

We will update you as soon as possible once we have more detail, particularly about the immigration contracts and plans for HPCDS contracts (we are still awaiting the outcome of the recent consultation on the proposed new Housing Loss Prevention Advice Service).

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**Legal Aid Lawyer of the Year  
awards 2022 – nominate your  
legal aid hero**



With the nomination process open for the 2022 Legal Aid Lawyer of the Year (LALY) awards you now have the chance to recognise the incredible contribution of your legal aid hero. With 11 categories to choose from, the LALYs are an opportunity to express your admiration for that solicitor, barrister, caseworker, legal executive, trainee, pupil, support staffer, charity or firm which best exemplifies the truly remarkable characteristics of the legal aid profession: commitment, expertise, determination, compassion and skill.

We are absolutely delighted to be returning to in-person celebration after two years of virtual awards, and we are particularly pleased to include a new award to honour the support staff who worked assiduously during lockdown to keep social justice organisations running.

This year sees the 20th anniversary of these non-profit-making awards, which were founded by LAPG in 2003 to celebrate the work of social justice lawyers. Nominations will close on 25 April 2022. Winners in the 12 award categories will be announced to an audience of around 500 guests at a ceremony in central London on 12 July.

### **LALY22 award categories**

1. Outstanding achievement\*
2. Legal aid newcomer
3. Criminal defence
4. Public law
5. Housing law
6. Legal aid support staffer\*\*
7. Family legal aid
8. Legal aid barrister
9. Legal aid firm/Not-for-profit agency
10. Regional legal aid firm/Not-for-profit agency
11. Disability rights
12. Social welfare

\* We do not accept nominations for this award

\*\* New award for 2022

**How can you support the awards this year?**

[Make a nomination](#) ([see here for guidance](#))

[Spread the word to your friends and colleagues in local legal aid organisations and chambers](#)

[Book your tickets to attend the 12 July ceremony.](#)

## [Donate to become a Friend of LALY22 and support the all-important Legal Aid Newcomer award](#)

Follow us on Twitter for latest #LALY22 news:  
[@LALYawards](#) [@WeAreLAPG](#)

The LALYs is run on a non-profit making basis. It is the only awards that is run exclusively for legal aid lawyers, by legal aid lawyers. It is an opportunity to not only celebrate the impact of legal aid, but to demonstrate that legal aid lawyers work tirelessly, in the most challenging of circumstances, to support their clients and uphold the rule of law. The success of the LALYs depends very much on legal aid practitioners like you – from submitting a nomination, to raising the profile on the awards with your colleagues and friends – and we thank you for your ongoing support.

If you have any questions about this year's awards, please get in touch with me ([chris.minnoch@lapg.co.uk](mailto:chris.minnoch@lapg.co.uk)) or LALY co-organiser Fiona Bawdon ([fiona.bawdon@gmail.com](mailto:fiona.bawdon@gmail.com)).

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## Discretionary backdating powers on civil applications – guidance updated



An important update from the LAA on 1 March setting out the requirements that must be met before the LAA can backdate certain determinations for licenced and special case work. The LAA has provided the following explanation:

### ***What is the backdating power?***

*The Director of Legal Aid Casework (DLAC) has the discretion to backdate the effect of certain legal aid determinations for both licensed and special case work. This includes:*

- initial determinations that an individual qualifies for civil legal aid*
- any decision made about a limitation or condition, including via an application for an amendment*

### ***How does the guidance help?***

*The power to backdate is discretionary and is*

dependent on specific requirements being met. The new guidance sets out what the DLAC considers when deciding whether these requirements have been met.

### **Further information**

[Legal aid guidance](#) – to view and download ‘Guidance on backdating’ document

[Civil Legal Aid \(Procedure\) \(Amendment\) Regulations 2019 \(SI 2019/130\)](#) – to view regulation introducing the backdating power

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## **Housing and HPCDS tender deadline 14 March 2022**



For those interested in tendering for Housing & Debt or HPCDS contracts get your skates on! The deadline for submissions of Expressions of Interest is midday on 14 March 2022.

Full details of the 6 HPCDS contracts and 9 Housing & Debt procurement areas up for tender are set out in the LAA update published 24 February 2022:

<https://www.gov.uk/government/news/civil-news-opportunities-for-housing-and-hpcds-services>

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## **Reminder: Crime contract verification deadline 27 March 2022**



From the LAA on 10 March 2022:

*Applicants with offers to deliver work under the 2022 Standard Crime Contract need to submit verification information by 11.59pm on 27 March 2022.*

*Applicants for this work have now been notified of the outcome of their bids via the e-tendering message board.*

### **Verification requirements**

*The verification requirements are detailed in the notification letters. The requirements vary from one*

applicant to another. Applicants should refer to table 2 of annex B in their letter.

Applicants not submitting compliant verification information by the 27 March deadline may not be eligible to join the duty rotas which start on 1 October 2022.

All aspects of the verification process are set out in section 8 of the Information for Applicants (IFA) document. You can download the IFA on the 2022 crime contract tender page – see below. All verification information must be submitted through the eTendering message board.

### **Supervisory requirements**

At least one supervisor declaration form needs to be provided by applicants for each class of work awarded. The required forms are on the 2022 Standard Crime Contract page. Earlier versions of the form will not be accepted.

All applicants must also provide a copy of their current Lexcel or Specialist Quality Mark (SQM) certificate. Indemnity forms are also available on GOV.UK.

All applicants should check their documentation before submitting it to ensure accuracy.

### **New office applications**

Where applicants have applied for a new office, they must provide a completed AC1 form. This can be submitted through the eTendering message board.

The AC1 does not need to be submitted by 27 March. But we are unable to issue contract documentation until a legal aid account number has been added. This could result in applicants missing the October or January duty solicitor rotas.

### **Further information**

[Crime contract 2022 tender](#) – IFA document is second in list and sets out verification process

[Standard Crime Contract 2022](#) – to download supervisor declaration forms

[Personal guarantee and indemnity](#) – to download indemnity forms

[Update your details with LAA](#) – to download AC1 form for new offices

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## CCMS amended for ECF claims - CIV ECF2 (INQ) accepted until 25 March 2022

A reminder that, following a rule change on 12 January allowing ECF applications for inquest cases without means assessments for individuals, CCMS has now been upgraded to accept these applications. The form CIV ECF2 (INQ) will still be processed until 25 March 2022 but the LAA asked providers to stop using it from 28 February 2022.

For more detail, see the LAA update on this from 24 February 2022.

<https://www.gov.uk/government/news/civil-news-submission-process-update-on-inquest-family-funding>

A helpful additional note from the Association of Costs Lawyers in relation to billing: Inquest cases opened under the old paper-based CIS will continue on CIS throughout and will not switch to CCMS - final claims for these cases will always be via Claim 1s or 2s - but new cases opened under CCMS cases will of course use the usual online CCMS billing process.

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## Crime news: Crown Court fee guidance, new claim forms, update to CA1 form



Two news stories published recently on guidance and form changes for crime providers:

### Crown Court fee guidance updates and new claim forms

<https://www.gov.uk/government/news/crime-news-crown-court-fee-guidance-updates-and-new-claim-forms>

This covers ineffective trials, unused material claims forms and local bar travel allowances.



## Update to CA1 form for court appointee claims

<https://www.gov.uk/government/news/crime-news-update-to-ca1-form-for-court-appointee-claims>

A new CA1 form (v5) is now available following a review of hourly rates for court appointed cross-examination advocacy work on behalf of unrepresented defendants.

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## Deadline for extension of help with POA contingency cost claims



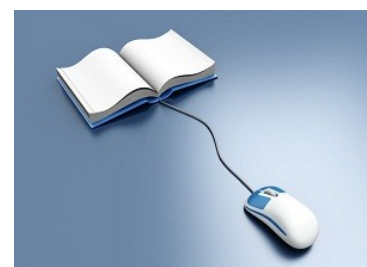
A reminder of an extended support arrangement from the LAA which closes today, 11 March 2022. The LAA offered additional support for providers who claimed a 100% contingency POA payment under the contingency process available between April 2020 and June 2021. The 100% POA contingency process allowed providers to claim for a temporary payment on older claims using a POAC1 form. They could claim 100% of the costs under a POA payment.

[Please see here for the original news story from the LAA from 8 February 2022](#)

The LAA noted that where this deadline is not going to be possible, they will consider requests for extensions based on individual circumstances. However, if they do not hear from providers in return by 25 March 2022, they will seek repayment of outstanding POAs. You will have been notified by the LAA if you utilised this system and now need to balance off any outstanding cases. Please contact the LAA urgently if you are unable to complete this process and require an extension to do so.

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## Update to the LAA's electronic handbooks



The LAA published a news story on 3 March setting out changes to guidance contained within their electronic handbooks:



We have made changes to our electronic handbooks which are available to help you when preparing claims for civil finance and escape cases.

These handbooks are used by our caseworkers when processing your claims.

They were created from real caseworker and provider enquiries. They are designed to help you with your everyday questions on claims in civil legal aid and escape cases.

### **What has changed?**

A full list of the changes is available in:

- *appendix 11 of the civil finance electronic handbook*
- *appendix 12 of the escape cases electronic handbook*

The updated versions were published on 3 March 2022.

### **How to use the handbooks**

The electronic handbooks contain our operational requirements and guidance.

They should be used together with the cost assessment guidance and relevant contracts.

### **Further information**

[Legal aid guidance](#) – to download civil finance electronic handbook

[Escape cases electronic handbook](#)

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## **Sector News and Events**

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### **PLP Online Judicial Review Academy – 21-24 March 2022**

A complete course, run in short (1hour+) sessions over 4 days (21-24 March). All sessions are recorded and will be circulated to delegates ASAP after each session.



Public  
Law  
Project

Who should attend:

- Junior and trainee lawyers, advisers, advocates and anyone likely to be involved in judicial review claims.
- Anyone responsible for legal policy in NGOs or Government, or those tasked with Government decision making.
- Those working in campaigning organisations with a legal strategy and
- Those representing and advising marginalised groups in society

[Full details and ticketing arrangements can be found here](#)

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## LAPG Training & Support

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### We're now taking bookings for the LAPG Certificate in Practice Management



**Register for the entire 5-session course, or book for the sessions that best meet your training needs**

We have now opened the booking process for the full CPM course. At just £499 for LAPG Members (£649 for non-members) this course is incredible value for legal aid practitioners. We are able to heavily discount this course thanks to the generous support of The Legal Education Foundation and the Community Justice Fund. Sessions can either be attended as discrete courses or for your place on the course could span more than one course if you wish to work towards the full Certificate over a number of years.

Focussed primarily on the needs of managers and supervisors in private practice, the LAPG CPM covers key strategic and management issues over 5 full-day online workshops:

- 28 April 2022 - Session 1: **Time Management & Strategic Planning** [BOOK HERE](#)
- 19 May 2022 - Session 2: **Financial Management** [BOOK HERE](#)

- 16 June 2022 - Session 3: **People Management** [BOOK HERE](#)
- 14 July 2022 - Session 4: **Policies and Compliance (including Diversity and Inclusion)** [BOOK HERE](#)
- 8 September 2022 - Session 5: **Communications (a.m.) & Legal Aid Contracting (p.m.)** [BOOK HERE](#)

More information about this course is [available on our website here](#).

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](#).

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## Supervision Courses and Introduction to Legal Aid online training module



### Supervision

Our next online Supervision Course takes place in June (10 & 17) 2022. 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.

[JUNE 2022 COURSE - BOOK YOUR PLACE HERE](#)

### 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.

To subscribe for just £99 please email [Anna Neira Quesada](mailto:anna.neira@lapg.org.uk).



## 2022 LAPG Membership – renew by 18 March to benefit from reduced fees

A huge thank you to all of the organisations that have renewed membership for 2022. Your support ensures that we can maintain a strong and independent voice to advocate for legal aid practitioners and access to justice at the highest levels of political influencing and push for operational improvements to the legal aid scheme with the LAA.

LAPG Membership runs from January to December so now is the time to refresh your LAPG Member status. This year, given the unprecedented pressures facing you all, we have once again frozen fees, after reducing them by 10% last year. We have now extended the Early Bird renewal rate to 18 March 2022 so renew now to benefit from the discount.

Number of fee earners	Early Bird Fee (runs to 18.03.22)	Standard Fee (from 19.03.22)
1 – 5 fee earners	£150.00	£175.00
6 – 10 fee earners	£225.00	£265.00
11 – 20 fee earners	£325.00	£380.00
21 – 30 fee earners	£425.00	£520.00
31 – 50 fee earners	£530.00	£605.00
51+ fee earners	£620.00	£700.00
Non-contract holding rate	£250.00	£315.00

To download the membership renewal form or for more information on the renewal process please [visit the Membership page of our website](#).

If you have any queries about LAPG membership or the renewal process, please contact our ever-helpful Operations Officer, [Anna Neira Quesada](mailto:anna.neira@lapg.org.uk).

Is it just me, or is there an absolute avalanche of legal aid 'stuff' happening at the moment? And that is without taking into account that we might be days away from publication of the Means Test Review consultation and the government's response to the Bellamy review of criminal legal aid. The LAA is also consulting with us and other rep bodies on changes to those all-important Covid contingency arrangements (more on that soon).

Look out in the next week or so for the first tranche of results from the 2021 Legal Aid Census. Over 2000 of you contributed to the Census, and we have a wealth of information to share with you about the individuals and organisations currently delivering legal aid, those who have left legal aid, and those who are considering entering the profession in the near future.

Take care of yourselves this weekend one and all,

Chris Minnoch, CEO [@ChrisLAPG](#)

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[#WeAreLegalAid](#)  
11/03/22



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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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