

2013 STANDARD CIVIL CONTRACT

SCHEDULE

Contract number: [INSERT]

Schedule reference: [INSERT]

Name of Provider	[INSERT]
Address of principal Office	[INSERT]
Address of the Office to which this Schedule applies ¹	[INSERT]

TABLE 1 – START DATE, END DATE			
Schedule start date	[01/04/2013]	Schedule end date	[31/03/2014]

TABLE 2 – MATTER STARTS SUMMARY				
1 Category of Law	2 Total Matter Starts	3 Licensed Work authorised	4 Schedule Authorisation	5 Delegated Functions
	Max ²			
Debt	[INSERT]	[Yes/No]	[Yes/No]	[Yes/No]
Housing	[INSERT]	[Yes/No]	[Yes/No]	[Yes/No]
Immigration and Asylum	[INSERT]	[Yes/No]	[Yes/No]	[Yes/No]
Family	[INSERT]	[Yes/No]	[Yes/No]	[Yes/No]
Miscellaneous ³	[Yes/No]			

TABLE 3 – SCHEDULE PAYMENT LIMIT AND STANDARD MONTHLY PAYMENT			
Your Schedule payment limit is	£ 0.00	(Inc. VAT)	Your Standard Monthly Payment is
	£ 0.00	(Inc. VAT)	

(1) Unless otherwise authorised in the Contract, Contract Work may only be carried out from the Location specified – see Clause 12.3 of the Standard Terms.

(2) This column shows the maximum number of new Matter Starts in each Category of Law you may start from the Office to which this Schedule applies (or other Location(s) set out in Table 5) while this Schedule is in force, subject to the authorisation to self-grant set out in Table 4.

(3) You may use up to 5 of your overall New Matter Start allocation as Miscellaneous Category work.

TABLE 4⁴ – CONTRACT WORK

1. Authorisation ID	2. Effective from	3. Effective to	4. Category of Law	5. Licensed Work only ⁵	6. Procurement Area	7. Access Point	8. Matter Starts			9. IRC rota weeks ⁹	10. IRC rota slots ¹⁰
					Name	Name	Min ⁶	Max ⁷	Self-grant ⁸		
[INSERT]	01-04-2013	[31-03-2014]	Debt	[Yes/No]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[Yes/No]	[INSERT]	[INSERT]
[INSERT]	01-04-2013	[31-03-2014]	Housing	[Yes/No]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[Yes/No]	[INSERT]	[INSERT]
[INSERT]	01-04-2013	[31-03-2014]	Immigration and Asylum	[Yes/No]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[Yes/No]	[INSERT]	[INSERT]
[INSERT]	01-04-2013	[31-03-2014]	Family	[Yes/No]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[Yes/No]	[INSERT]	[INSERT]

(4) This table shows the Contract obligations on you in relation to the work you are authorised to undertake under the terms of the 2013 Standard Civil Contract. Obligations relate to individual Categories of Law and/or Procurement Areas/Access Points while this Schedule is in force. The 2013 Standard Civil Contract Specification contains the detailed rules regarding these obligations.

(5) Applies to the following Categories of Law only: Family, Housing

(6) This column shows the minimum number of new Matter Starts in each Category of Law you **must** start from the Office (or other Location(s) set out in Table 5) in the specified Procurement Area / Access Point while this Schedule is in force.

(7) This column shows the maximum number of new Matter Starts in each Category of Law you are authorised to start from the Office (or other location(s) set out in Table 5) in the specified Procurement Area / Access Point while this Schedule is in force (otherwise known as Matter Start Limits), subject to the authorisation to self-grant additional Matter Starts.

(8) This column indicates whether you have authorisation to self-grant additional Matter Starts up to a maximum of 50% of the relevant authorisation. In the event that 50% of the relevant authorisation does not give a whole number, you may round this self-grant authorisation up to the nearest whole number.

(9) This column shows the total number of rota weeks during which you must deliver all the Onsite Surgeries required at the relevant IRC. The actual dates for your rota weeks will be sent to you separately.

(10) This column shows the total number of rota slots each week for which you must take calls from the UKBA with details of Fast Track Clients. One rota slot equals one call from the UKBA with details of one Client. The actual dates for your Rota slots will be sent to you separately.

TABLE 5 – OUTREACH SERVICES

You may perform Outreach Services as set out below:

1. Authorisation ID	2. Category of Law	3. Procurement Area	4. Access Point	5. Address	6. Additional agreements	7. Frequency	8. NMS Allocation (if specified) ¹¹
[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]

(11) A number of Matter Starts will generally only be prescribed where Outreach Services has been authorised in a Procurement Area/Access Point other than that shown on the Schedule. Unless otherwise stated in Table 6, no additional Matter Starts are allocated for the delivery of Outreach Services and any Matter Starts delivered as Outreach Services are included in the relevant allocation in Table 4.

TABLE 6 – SPECIAL PROVISIONS AND RESTRICTIONS

[No additional Matter Starts are allocated to cover the Outreach work specified in Table 5. No amendments to the Outreach Services' provisions in this Schedule are permitted without our prior authority. We may amend these Outreach Services in future Schedules or where assessment of capacity in an area shows that Outreach Services are no longer necessary to provide access to services [DN: Standard text to be included in Schedule where outreach authorised] .

Relating to IRCs Only - These Matter Starts may only be used for Clients based at the IRCs listed in Table 4.]

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 us by a person with the specific written authority of our Chief Executive and if any amendment is signed by a person authorised by the Lord Chancellor for that purpose.