

2014 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	01/08/2014	Schedule End Date	[31/07/2015]
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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			
Community Care	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Mental Health	[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)
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(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 Tables 5 or 6) while this Schedule is in force.

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

TABLE 4⁴ – 2014 STANDARD CIVIL CONTRACT WORK

1	2	3	4	5	6			7
Authorisation ID	Effective From	Effective To	Category of Law	Procurement Area	Matter Starts			Type of Presence
				Name	MIN ⁵	MAX ⁶⁷	Self- grant ⁸	Type
[INSERT]	01-08-2014	[31/07/2015]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[Yes/No]	[INSERT]
[INSERT]	01-08-2014	[31/07/2015]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[Yes/No]	[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 2014 Standard Civil Contract. Obligations relate to individual Categories of Law and/or Procurement Area while this Schedule is in force. The 2014 Standard Civil Contract Specification contains the detailed rules regarding these obligations.

(5) 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 Tables 5 or 6) in the specified Procurement Area while this Schedule is in force.

(6) 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 Tables 5 or 6) in the specified Procurement Area /while this Schedule is in force (otherwise known as Matter Start limits), subject to the authorisation to self-grant additional Matter Starts. .

(7) Where you have been allocated 226 Matter Starts or more in the Mental Health Category of Law in a Procurement Area you must:

- employ a Full Time Equivalent Mental Health Supervisor who will actively supervise Mental Health Services in this Procurement Area;
- employ in addition to your Supervisor at least one Full Time Equivalent who is a full member of The Law Society Mental Health Accreditation Scheme and will be deployed to deliver Mental Health Services in this Procurement Area.
- employ at least one Full Time Equivalent Accredited Caseworker or Supervisor for every Full Time Equivalent unaccredited Caseworker .
- employ one Full Time Equivalent who is a full member of the Law Society Mental Health Accreditation Scheme for every 150 Matter Starts allocated to you.

Where you have been allocated 500 Matter Starts or more in the Mental Health Category of Law in a Procurement Area in addition to the above you will need to comply with your Delivery Plan if your Tender was reliant on one to be allocated this volume of 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.

TABLE 5 – ALTERNATIVE ARRANGEMENT CONTRACT WORK

You are authorised to perform the following Contract Work through Alternative Arrangements under the terms of the 2014 Standard Civil Contract

1. Authorisation ID	2. Category of Law	3. Procurement Area	4. Address
[INSERT]	[INSERT]	[INSERT]	[INSERT]

TABLE 6 – OUTREACH WORK

You may perform Outreach Services as set out below.

1. Authorisation ID	2. Category of Law	3. Procurement Area	4. Address	5. Additional Agreements	6. Frequency	7. NMS Allocation (if specified) ⁹
[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]

(9) A number of Matter Starts will generally only be prescribed where Outreach Services have been authorised in a Procurement Area other than that shown on the Schedule. Unless otherwise stated in Table 7, 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 7 – SPECIAL PROVISIONS AND RESTRICTIONS

[No additional NMS are allocated to cover the Outreach work specified in Table 6. 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].

Signed for and on behalf of the Lord Chancellor (electronically or by hand) by:

Name of Signatory: Hugh Barrett.....

[Print Name]

Status of Signatory: Executive Director Commissioning.....

[Print Status]

This Schedule is valid only if it is signed by a person authorised by the Lord Chancellor.