



REVIEW PANEL APPLICATION FORM for the posts of Independent Funding Adjudicator (IFA) and Independent Costs Assessor (ICA)

Closing date for these posts is 23:59 on 1 November 2020

Email your scanned applications to: sandra.berry@justice.gov.uk and cathy.sookha@justice.gov.uk. Remember to sign the declaration.

If you have any questions, contact mark.crosskill@justice.gov.uk

You should not submit a hard copy.

If you require an alternative formatted version of this application form, or the form in Welsh, please contact: Sandra Berry on 07892 725134 or at the above email address.

You should indicate the roles you are applying for by entering an 'X'. You may select more than one box.

I am applying for the following role(s):

Roles for Legal Aid Review Panel	Check here
Independent Funding Adjudicator	<input type="checkbox"/>
Independent Costs Assessor	<input type="checkbox"/>
Special Controls Review Sub Panel member (civil)	<input type="checkbox"/>
Very High Cost Cases Sub Panel member (crime)	<input type="checkbox"/>
Review Panel Chair	<input type="checkbox"/>
Special Controls Review Sub Panel Chair	<input type="checkbox"/>

Section 1 – personal details

Info required	Your details
Title (Mr/Mrs/Ms/Other, please specify):	Click or tap here to enter text.
Surname:	Click or tap here to enter text.
First name/s:	Click or tap here to enter text.
Address for correspondence:	Click or tap here to enter text.
Phone number for calls from LAA	Click or tap here to enter text.
Address for Appeals Panel business (if different to above)	Click or tap here to enter text.
Alternative phone:	Click or tap here to enter text.
E-mail address (CJSM or office account preferred)	Click or tap here to enter text.
Any other contact information:	Click or tap here to enter text.

You should note that application forms may be passed in confidence to the LAA's auditors and the Office of the Commissioner for Public Appointments. This is for the purposes of complaints investigation and audit.

Section 2 – knowledge and skills

You should provide examples to show how you match the essential skills required for the role. A higher score will be obtained if you provide specific and detailed examples to demonstrate how you meet each competency (including what you did to achieve a specific result). Your evidence should be limited to a maximum of 250 words for each section.

For the roles of Independent Funding Adjudicator (IFA) and Independent Costs Assessor (ICA).

Solicitor or CILEx Fellow – working for an organisation with a contract with the LAA (or within the past two years) with a good knowledge of the LAA's Contract and Regulations, and a proven record of accurate, timely and successful submissions for funding and claims for costs.

Barrister – handling regular legal aid work and a proven record of high-quality advice, advocacy and billing on such cases. We would prefer candidates who have experience of legal decision making or similar role, or through Judicial appointment.

Costs Lawyer – regular involvement in the preparation of claims in legal aid cases, a good knowledge of the LAA's contracts, regulations and guidance. Current practicing certificate from the Cost Lawyer Standards Board.

Objective decision-making

- **Evidence of effective objective decision-making against a set of criteria that requires both adherence to rules and the reasonable and impartial exercise of discretion. This is applicable in circumstances where the facts may be complex and there may be pressure from individuals in serious personal circumstances**
- **Click or tap here to enter text.**

Interpersonal and communications skills

- **Highly effective interpersonal and communications skills including succinct and effective report writing and a commitment to valuing diversity.**
- **Click or tap here to enter text.**

Section 3 – areas of specialism

Enter an 'X' into one or more box below to confirm you are engaged in legal aid casework in the category on a regular basis. Also, that you keep up to date with changes in the law, the legal aid regulations, the LAA contract and guidance.

Civil

I specialise in and regularly practise in the following areas of law (check box or boxes):

Category	Check box	Category	Check box
Child Care	<input type="checkbox"/>	High Cost Cases (Civil)	<input type="checkbox"/>
Claims against Public Authorities	<input type="checkbox"/>	Housing	<input type="checkbox"/>
Clinical Negligence <i>Brain injury at birth?</i> Yes/No	<input type="checkbox"/>	Human Rights	<input type="checkbox"/>
Community Care	<input type="checkbox"/>	Immigration & Asylum	<input type="checkbox"/>
Debt	<input type="checkbox"/>	Mediation	<input type="checkbox"/>
Discrimination	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Education	<input type="checkbox"/>	Multi Party Actions	<input type="checkbox"/>
Extradition	<input type="checkbox"/>	Public Law/JR	<input type="checkbox"/>
Family	<input type="checkbox"/>	*Civil Costs Assessment	<input type="checkbox"/>

***Civil practitioners: If you are applying for the role of Independent Costs Assessor please enter an 'X' into the 'Civil Costs Assessment' box above in addition to any specialist areas of law.**

Crime (section numbers refer to Standard Crime Contract Specification):

I specialise in and regularly practise in the following areas of law (enter 'X' into into one or more boxes):

Category	Check box	Category	Check box
Investigations Class – section 9	<input type="checkbox"/>	CRM18a – Prison Law – section 12 <i>Member of APL? Yes/No</i>	<input type="checkbox"/>
Proceedings Class – section 10	<input type="checkbox"/>	Associated Civil Work – section 13	<input type="checkbox"/>
Appeals and Reviews Class – section 11 <i>Member of CALA? Yes/No</i>	<input type="checkbox"/>	CRM4 – Prior Authority*	<input type="checkbox"/>
CRM5 - Extension of Upper Limit*	<input type="checkbox"/>	CRM4 – Prior Authority (Prison Law)*	<input type="checkbox"/>
Contract Compliance Audits	<input type="checkbox"/>	CRM7 – Non Standard Fee	<input type="checkbox"/>
CRM18 - Police station	<input type="checkbox"/>	CRM 7 – Extradition	<input type="checkbox"/>
Contempt of Court/Breach of Injunction Part 1, Anti-Social Behaviour Crime & Policing Act 2014)	<input type="checkbox"/>	High Cost Cases (Crime)	<input type="checkbox"/>

*If your expertise includes CRM4s or CRM5s please remember to indicate you are applying for the role of Independent Funding Adjudicator on page 1 of this form.

Other areas of expertise:

Click or tap here to enter text.

Section 4 – additional information

Please provide any other relevant details of your career history and other experience relevant to the role description (maximum 300 words).

Additional information

Click or tap here to enter text.

Section 5 – Potential conflicts of interest

Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to the Legal Aid Agency.

Any particular conflicts of interest detailed here will not prevent you going forward in this process but may, if appropriate, be explored with you. This would be to establish how you would address the issue(s) should you be successful in your application.

Potential conflicts of interest:
Click or tap here to enter text.

I confirm I have read and understood the accompanying note on the website about the Seven Principles of Public Life (<i>check box</i>).	<input type="checkbox"/>
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Section 6 – public appointments currently held

Please say below if you currently hold any other public appointment posts:

Body	Period of appointment	Government department
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Section 7 – judicial appointments currently held

Please say below if you currently hold any other judicial appointment posts

Body	Period of appointment	Judicial department
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Section 8 – references

We need you to provide names and contact details of two people who may be asked to act as referees for you, at least one of whom must have knowledge of your work as a Legal Aid provider. They will be expected to have authoritative and personal knowledge of your achievements in a professional or public service capacity.

Reference 1	Enter details below
Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Telephone:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Reference 2	Enter details below
Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Telephone:	Click or tap here to enter text.

Email:	Click or tap here to enter text.
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You should note that for applicants called to interview, we may approach your referees prior to appointment.

Section 9 – signature/declaration

Please enter an 'X' into the following declarations where applicable (insert comments in the box below where any declaration is not applicable)

Declaration checklist for regulatory complaints/decisions	Check boxes
Solicitors: I declare that I do not have any committee decisions currently recorded against me at the Solicitors Regulatory Authority or Consumer Complaints Service or the Legal Ombudsman. I hold a current practising certificate.	<input type="checkbox"/>
Barristers: I declare that I do not have any complaints currently recorded against me at the General Council of the Bar. I hold a current practising certificate	<input type="checkbox"/>
CILEx fellow: I confirm I do not have any complaints currently recorded against me by the CILEx Disciplinary Tribunal. I hold a current practising certificate.	<input type="checkbox"/>
Costs lawyers: I confirm I do not have any complaints currently recorded against me by the Costs Lawyers Standards Board. I hold a current practising certificate.	<input type="checkbox"/>

Declaration issues

If you are unable to make the above declarations, please explain the circumstances below:

Click or tap here to enter text.

I declare that the information supplied in this application is complete and correct to the best of my knowledge. I have also read the information about the panel including membership criteria which accompanied this form on the website.

I can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Legal Aid Agency of any changes in circumstances that affect the answers I have given.

Note: If you are appointed to the post, a brief summary of your career/experience and details of your response to the political activity questionnaire (see **below**) may be included in any announcement of your appointment on www.gov.uk

Signature (handwritten)	
Date	Click or tap here to enter text.

Political activity declaration

All applicants should answer the questions below. Please indicate which of the following activities you have undertaken during the past five years by entering an 'X' into the appropriate box and providing details of your involvement.

Name the party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should check all relevant categories.

Declaration of political activities	Check boxes
Obtained office as a local councillor, MP, MEP etc	<input type="checkbox"/>
Stood as a candidate for one of the above offices	<input type="checkbox"/>
Spoken on behalf of a party or candidate	<input type="checkbox"/>
Acted as a political agent	<input type="checkbox"/>
Held office such as Chair, Treasurer or Secretary of a local branch of a party	<input type="checkbox"/>
Canvassed on behalf of a party or helped at election	<input type="checkbox"/>
Undertaken any political activity which you consider relevant	<input type="checkbox"/>
Made a recordable donation to a political party ¹	<input type="checkbox"/>
None of the above activities apply.	<input type="checkbox"/>

¹ The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from an individual totalling more than £5,000 in any calendar year, or more than £1000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisations). These provisions became effective from 16 February 2001.

Name of party or body

Click or tap here to enter text.

Details of involvement

Enter details:

Click or tap here to enter text.