



Legal Aid
Agency

Working with others to achieve excellence in the delivery of legal aid

Changes to the way Duty Solicitor Rotas are published

From April 2020

16/01/2020



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Introduction

With the introduction of the April 2020 duty solicitor rotas, the Legal Aid Agency will be changing how the rotas are presented and distributed to stakeholders. These are significant changes which we hope will make accessing the most up to date rotas easier.

Background

The LAA currently produce around 160 different rotas for National and London schemes. These are published in PDF format and contain both the rota and the membership details of those solicitors who appear on the rota. Also included is a coversheet which displays the name of the rota and if applicable, what version the rota is on and any reason for changes between versions.

The benefit of this format is the small file size, meaning it's easier to distribute and that the file is hard to alter. However, as rotas have evolved and schemes merged, not being able to alter the published rota has become a challenge for many stakeholders. For example, courts do not need information on police station rotas but are unable to remove that from what is visible.

Due to the volume of rotas when we publish these on the Gov.uk website, we must collate a number of rotas together. For the publication of the October 2019 rotas, there were 5 collated files which contained between 25 and 39 rotas. The largest collection was 383 pages in length.

Therefore, with April 2020 rotas, we will no longer publish in PDF format but instead all rotas will be uploaded to Google Drive in a read only spreadsheet format. This will make them assessable to all stakeholders at all times and give them the option to download and manipulate to suit their circumstances.

It should be stressed that as part of this, we will also not be sending out individual rotas via email. All rotas can be obtained via the link which we will also send out once all rotas are available. The link will also be placed on <https://www.gov.uk/guidance/duty-solicitors-rotas-information-and-guidance> page for ease and will not change for the course of the rota period.

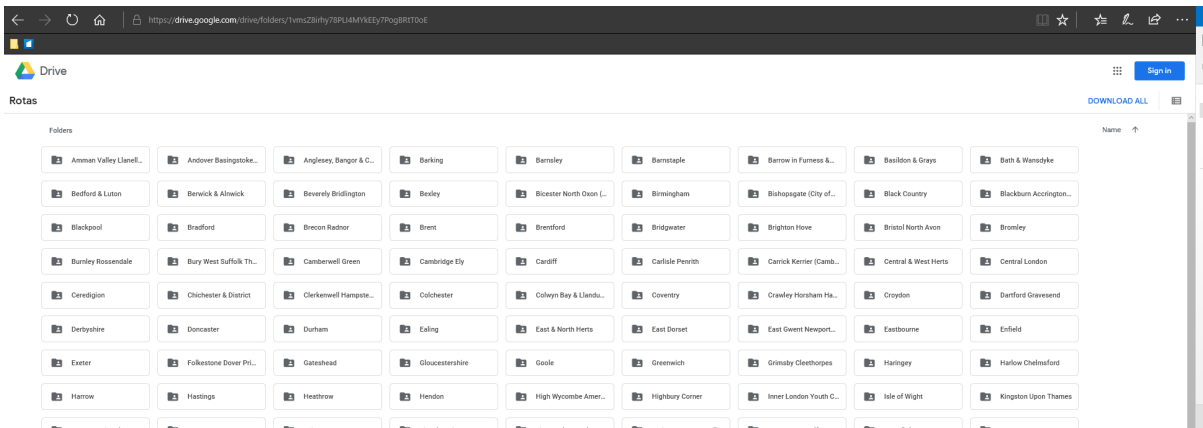
We will however, still email affected stakeholders a link to a new rota version when changes are made and when we first publish, but no rotas will be included with the email, just the link.

How to find your rota

This will depend on whether you are logged into a Google Account or not. Please note a Google Account is not necessary to be able to see the rotas

Not logged into a Google Account

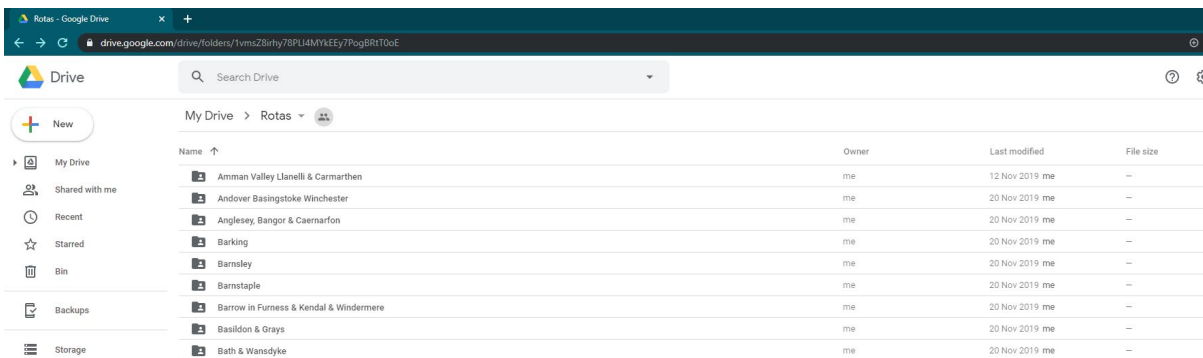
If you are not logged in you will be presented with a list of folders. Each folder will contain the names of the rotas.



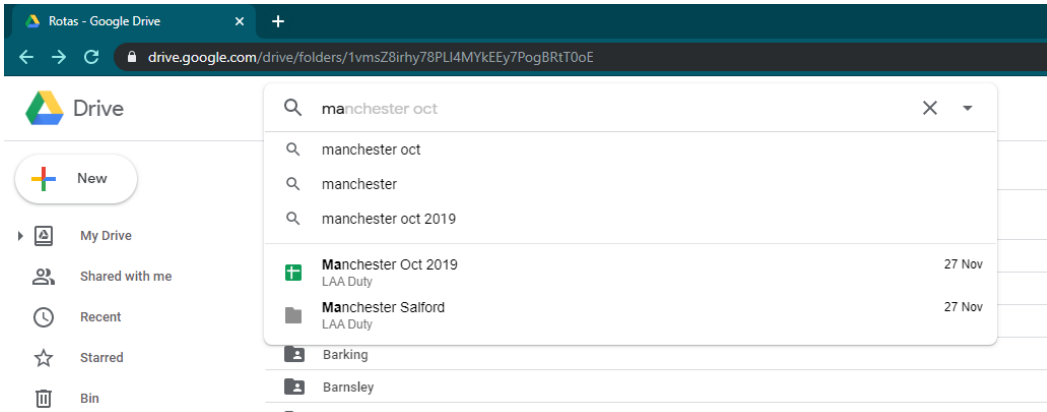
You can simply scroll through until you find the required folder and then click through to see the rotas. You can then bookmark this screen for quicker access.

Logged into a Google Account

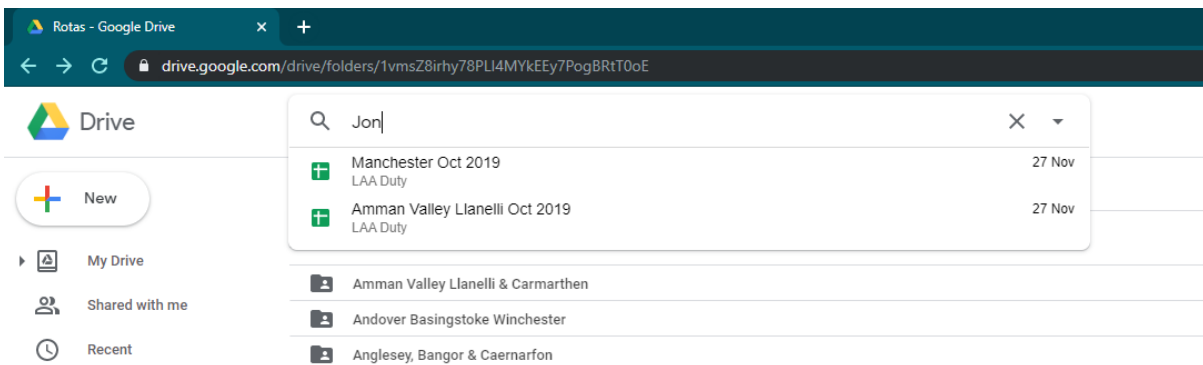
If you are logged into Google then you can use the same process as above but you will also have access to the search option at the top.



You can use the search box to look for the rota you require. Just start typing and you'll see an auto complete list. You can then click on the shown links.

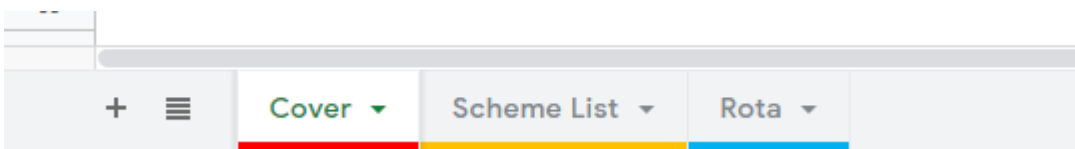


You can also type other details in to the box for it to search. In this example we have typed "Jon" and it's showing that these words appear on these two rotas. (They are the only two rotas uploaded for example purposes)

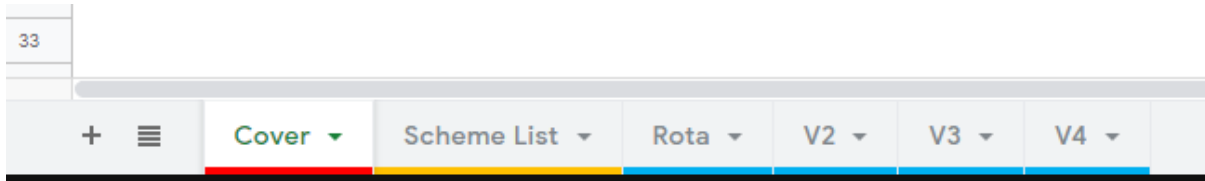


Once you have opened the rota it will have several sheets. The cover sheet showing the name and dates of the rota, plus any amendments that have been made. The Scheme list, showing the duty solicitors name, contact number and who they work for.

Then finally, there will be the rota itself.



If, multiple versions of the rota have been made, you will see these too. They will be labelled with the version numbers.



When multiple versions are made we will highlight the change of slots in assorted colours. This is designed to aid stakeholders in working out what's changed between versions. The colour will match the highlighted colour on the Cover sheet.

Mr Liam Kotrie	Miss Kerry Morgan	Mr Saeed Hatezi	Mr Andrew Gilmore	Mr Nadeem Ullah	N
Miss Jane Miller	Mr Edgar Fernando	Mr Robert Moussalli	Miss Zita Spencer	Miss Yasmin Aslam	N
Mr Rahil Khan	Mr Adam Foster	Ms Jane Shaw	Mr Asim Ali	Mrs Laura Baumanis	N
Mr Michael Sophocleous	Mrs Karen Hall	Mr David Philpott	Ms Marianne Jean-Baptiste	Miss Elizabeth Dyson	N
Mr Duncan Philips	Mr David O'Reilly	Miss Louise Straw	Ms Alex Preston	Mr Karl Benson	N
Mr Steven Sullivan	Ms Abigail Henry	Mrs Estelle Parkhouse	Mr Dan Gaskell	Ms Tayaba Hussain	N
Mrs Samantha Cole	Mr Darin Millar	Ms Chelsea Thomas	Mr Anthony O'Donnell	Mr Matthew Wallace	N
Mr Adam Brown	Mr (Thomas) Peter Leather	Mr Ben Kaufman	Mrs Estelle Parkhouse	Mr Harry Boodhoo	N
Mr Rodrigue Landu	Mr Michael James	Mr Safdar Ashraf	Ms Sacha Waxman	Mr Seraj Khan	N
Mrs Kimberley Morton	Mr Robert Travis	Mr Dylan Bradshaw	Ms Samantha Corcoran	Mr Peter Damian Wall	N
Mr Stephen Teasdale	Mr John Wright	Mr Graham Rishton	Mr Urfan Mahmood	Ms Nicola Hall	N
Mr Andrew Cowan	Miss Melanie Winstanley	Mr Khalid Bashir	Mrs Sabah Malik	Mr Michael Balmer	N
Mr Shane Parkin	Mr Glen Wrigley	Mr Daimian Mullarkey	Mr Karibo Lawson	Mr David Feingold	N
Miss Kerry Morgan	Ms Gill Kennaugh	Mr David Abbott	Mr Max Saffman	Ms Victoria Thompson	N

Version	Reason
1	First Publication
2	DS Removal
3	DS Removal

How to download

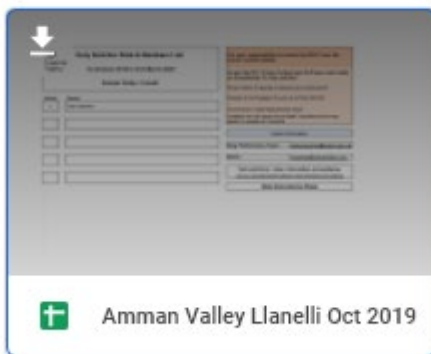
There are a couple ways to do this and it will depend if you are logged into a Google Account.

Not logged into a Google Account

If you are not logged in, when you move the mouse over the rota a download icon will appear. Simply click that to download.

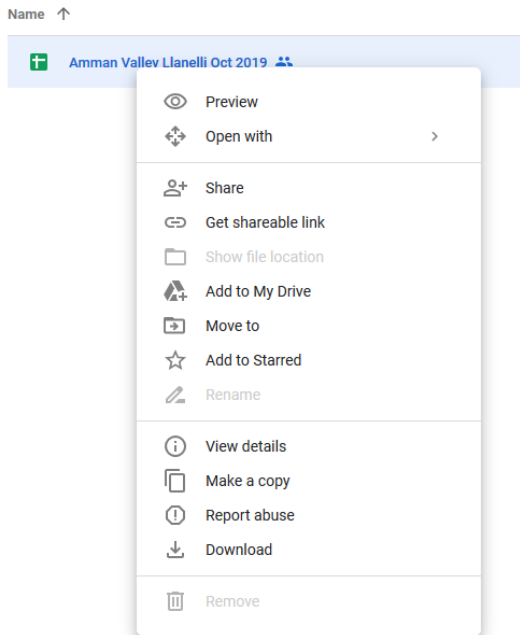
Rotas > Amman Valley Llanelli & Carmarthen

Files

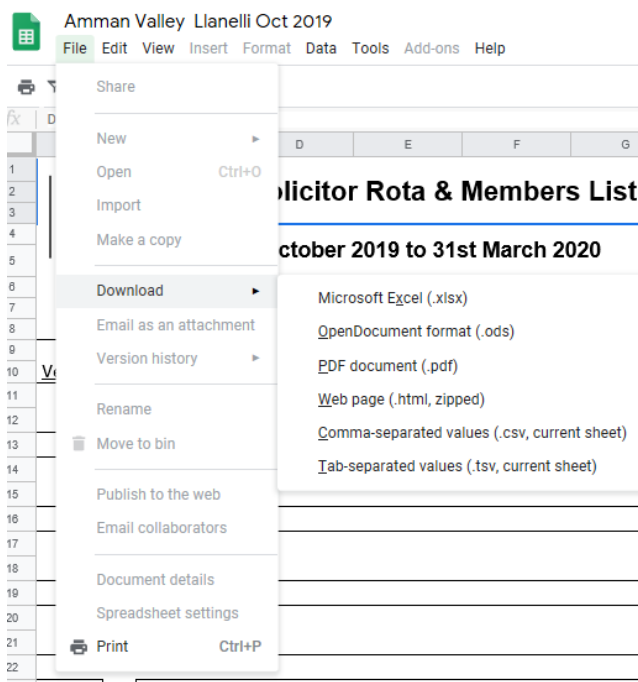


Logged into a Google Account

If you are logged in a Google Account, you'll need to right click on the rota and a pop up menu will appear. You can then select "Download" from the list of options.



The other way is within the rota itself. In the top left of the screen, just under the name of the rota. Click file and then you can click Download. This will give you several formats to download in to suit your requirements.



Conclusion

If you have any comments or feedback on these changes please let us know via email to DutySolQueries@justice.gov.uk However we hope these changes will have a meaningful, positive impact on how you access and use the duty rotas.



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