

STANDARD CIVIL CONTRACT 2013 (WELFARE BENEFITS)

SCHEDULE

Contract number: **[INSERT]**

Schedule reference: **[INSERT]**

Name of Provider	[INSERT]
Address of principal Office	[INSERT]
Procurement Area to which this Schedule applies	[INSERT]

TABLE 1 – START DATE, END DATE

Schedule start date	[01/10/2013]	Schedule end date	[30/09/2014]
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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 ¹			
Welfare Benefits	[INSERT]	[Yes/No]	[Yes/No]	[Yes/No]
Miscellaneous ²	[Yes/No]			

TABLE 3 – CONTROLLED WORK PAYMENTS

Welfare Benefits fixed fee per case (excluding disbursements)	£xx (exclusive of VAT)
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(1) This column shows the maximum number of new Matter Starts you may start from the Procurement Area to which this Schedule applies (including from the locations set out in Table 5) while this Schedule is in force.

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

TABLE 4 – OFFICES/DELIVERY ARRANGEMENTS

1. Authorisation ID	2. Access Point	3. Delivery Location	4. Address	5. Type of presence ³
[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]

(3) You must deliver Face to Face Advice from the Locations set out in this table unless the 'Type of presence' is Remote Advice only

TABLE 5 – SPECIAL PROVISIONS AND RESTRICTIONS

Empty table body for special provisions and restrictions
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Signed for and on behalf of the Lord Chancellor(electronically or by hand) by:



Name of Signatory: Hugh Barrett [Print Name]

Status of Signatory: Director of Commissioning and Strategy [Print Status]

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