



Guide to the changes to Contracted Work and Administration (CWA)

This document summarises those key changes to CWA that support the introduction of Part 1 Anti-Social Behaviour, Crime and Policing Act (ASBCPA) 2014. These changes were implemented over the weekend of 21st March to 23rd March 2015 and are effective as of 23rd of March 2015.

For further information on the ASBCP Act 2014, please follow this link:

<https://www.gov.uk/government/collections/anti-social-behaviour-crime-and-police-bill>

This information will enable you to successfully submit Civil Legal Help and Crime Lower claims under the ASBCP Act 2014 via Contracted Work & Administration (CWA) - accessed through the Online Portal.

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1 - SUMMARY

The key changes that have been introduced over the weekend of 21st March to 23rd March 2015 and are available on CWA from 23rd March 2015 are as follows:

Civil legal Help Claims

- **Codes to use for work related to applications for Injunctions under Parts 1 of ASBCP** – Five codes will be used, three existing (HDIS, HANT and HULE) and two new codes (XASB and HASB).
- **New description for code 'HULE'** – The description for this code was changed to avoid ambiguity.
- **Fees (exclusive of VAT)** – Codes HDIS, XASB and HASB will attract fixed fee of £157 with £471 escape fee threshold, code HANT can be claimed as hourly rates.
- **New Bulkload Spreadsheet** – A new version of the Bulkload Spreadsheet (v1.17) was released on 25th March 2015.

Crime Lower Claims

- **Associated Civil Work** – A new Associated Civil Work code 'ASAS' was introduced. The code will be reported as hourly rates but it will attract a new fee of £157 with £471 escape fee threshold (exclusive of VAT).
- **New Matter Type Code** – This new matter type '36' covers breaches of Part 1 Injunction under the ASBCPA 2014.
- **New Claim / Stage Reached Code** – Under the ASBCP Act 2014, the new code 'PROV' covers proceedings relating to Part 1 Injunction in the County and High Courts and breaches of Part 1 Injunction in the Magistrates and the Crown Court.
- **New Standard Fee Category Codes** – There are four new codes which will be required for reporting claim code 'PROV'.
- **New Court Code** – A new Court Code 'CCHC' was created for matters which reach County Court, High Court or Crown Court.
- **New Bulkload Spreadsheet** – A new version of the Bulkload Spreadsheet (v1.17) was released on 25th March 2015.

2 - DETAILED GUIDANCE

This section provides detailed guidance on the changes made to support the introduction of the ASBCP Act 2014.

For a comprehensive guide to reporting please see the [Guidance for reporting controlled work matters](#) found on GOV.UK website.

2.1 Civil Legal Help Claims

The codes presented in the table below need to be used to claim for work which relates to applications for Injunctions under Part 1 of ASBCPA 2014. The table also defines the fees which these codes will attract.

Category	Matter Type 1	Description	Fee/ Escape Fee Threshold	Restrictions	Notes
HOU	HDIS	Anti-social behaviour all other (including those in County Court). The main issue is alleged anti-social behaviour other than in the criminal courts.	£157 with £471 escape threshold (exclusive of VAT). Hourly rates are defined in Table 7(e) of Civil Remuneration Regulations. VAT can be claimed on the fee where the VAT indicator is checked. Disbursements + Disbursements VAT can also be claimed. Travel and Wait cannot be claimed separately.		This is an existing code.

Category	Matter Type 1	Description	Fee/ Escape Fee Threshold	Restrictions	Notes
HOU	HANT	ASBOs Magistrates/Crown court – The main issue concerns an existing or possible claim in the criminal courts arising from alleged anti-social behaviour.	<p>Claimed as Hourly Rates (Profit Costs and Counsel Costs can be claimed).</p> <p>Hourly rates are defined in Table 7(e) of Civil Remuneration Regulations.</p> <p>VAT can be claimed on the fee where the VAT indicator is checked.</p> <p>Disbursements + Disbursements VAT can also be claimed.</p> <p>Travel and Wait cannot be claimed separately.</p>		This is an existing code.
MISC	XASB	Part 1 Injunction - ASBCP Act 2014.	<p>£157 with £471 escape threshold (exclusive of VAT). This is defined as a new fee under MSC in Table 1 of Civil Remuneration Regulations).</p> <p>Hourly rates are defined in Table 7 (e) of Civil Remuneration Regulations.</p> <p>VAT can be claimed on the fee where the VAT indicator is checked.</p> <p>Disbursements + Disbursements VAT can also be claimed.</p>	Can be used with any MSC codes. Can be used with any MSC Matter Type 2 Code or Outcome Code and can be used with all Staged Reached Codes except XE.	This is a new code, which can be used for cases started on or after 23 rd March 2015.

Category	Matter Type 1	Description	Fee/ Escape Fee Threshold	Restrictions	Notes
HOU	HASB	Possession proceedings including Part 1 Injunctions - ASBCP.	<p>£157 with £471 escape threshold (exclusive of VAT) as defined in Table 1 of Civil Remuneration.</p> <p>Hourly rates are defined in Table 7 (c) of Civil Remuneration Regulations.</p> <p>VAT can be claimed on the fee where the VAT indicator is checked.</p> <p>Disbursements + Disbursements VAT can also be claimed.</p>	Can be used with any HOU codes.	This is a new code, which can be used for cases started on or after 23 rd March 2015.
HOU	HULE	Harassment/Unlawful Eviction	Existing.	Existing.	Existing code, new description.

2.2 Crime Lower Claims

Associate Civil Work

A new Associated Civil Code will also be introduced for Crime Contract holders to cover applications for Part 1 Injunctions.

Claim Stage Reached Code	Description	Fee / Escape Fee Threshold	Notes
ASAS	Part 1 Injunction - ASBCP Act 2014.	<p>The code attracts a new fixed fee of £157 with £471 escape fee threshold (exclusive of VAT).</p> <p>An escape fee threshold of £471 (exclusive of VAT) will apply to these cases. If this limit is breached, the case will be paid at hourly rates subject to the escape fee assessment. You will need to submit your claim in CWA and if flagged as an escape fee case, you should complete the CRM18 form with details of the claim.</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/345811/legal-aid-crm18-escape-fee-claim.pdf</p> <p>It is also possible to claim Disbursements and Disbursements VAT with ASAS.</p> <p>The hourly rates that are relevant to this work are defined in Table 7(e) of the Civil Remuneration Regulations: http://www.legislation.gov.uk/uksi/2013/422/made.</p>	When reporting claims with this code it will be necessary to report the information that is required for existing Associated Civil codes.

New Matter Type Code

This code was introduced to cover breaches of Part 1 Injunctions under the ASBCP Act 2014, which are funded as criminal matters.

Matter Type Code	Description	Notes
36	Breach of part 1 Injunctions under the ASBCP Act 2014.	Applicable for matters started on or after 23 rd March 2015. This Matter Type will only be compatible with Stage Reached Code PROV.

New Claim / Stage Reached Code

Claim / Stage Reached Code	Description	Notes
PROV	Standard Fee in County or High Courts in Part 1 Injunctions and breaches of Part 1 Injunction in the Magistrates and the Crown Court under ASBPCA.	Applicable for matters with a Representation Order date on or after 23 rd March 2015. PROV is only compatible with the new Matter Type 36.

The screenshot below displays the outcome details screen in CWA which is relevant to claims made using PROV. Everything needs to be populated apart from the DSCC Number and MAAT ID as these are not relevant and the system will reject data submitted for these two fields.

Case Information

Outcome Details

* UFN <input type="text"/>	* VAT Indicator <input type="text"/>
Representation Order Date <input type="text"/> <small>ddmmyy/NNN e.g. 010107/001</small>	* Disbursements excluding VAT <input type="text"/>
* Client Initial <input type="text"/>	* Disbursements VAT Amount <input type="text"/>
* Client Surname <input type="text"/>	* Matter Type <input type="text"/>
* Gender <input type="text"/>	Outcome Code <input type="text"/>
* Ethnicity <input type="text"/>	* Date Class of Work concluded <input type="text"/>
* Disability <input type="text"/>	* No of suspects/defendants <input type="text"/>
Standard Fee Category <input type="text"/>	* No of Police Station/court attendances <input type="text"/>
* Profit costs excluding VAT <input type="text"/>	* Police Station / Court identifier <input type="text"/>
* Travel costs excluding VAT <input type="text"/>	* Youth Court <input type="text"/>
* Waiting costs excluding VAT <input type="text"/>	DSCC Number <input type="text"/>
	MAAT ID <input type="text"/>

Outcome Details

Clear Cancel Save

Not relevant to PROV claims.

Fees

The fees attracted by the valid combinations of Claim/Stage Reached Codes and Matter Types are as follows:

Claim/Stage Reached Code	Standard Fee Category	Designated Area Standard Fees/Non-Designated Area Standard Fees	Fee (exclusive of VAT)	Matter Type Code
PROV	Uncontested Lower Fee	N/A	£158.27	36
PROV	Contested Lower Fee	N/A	£279.45	36
PROV	Uncontested Higher Fee	N/A	£380.70	36
PROV	Contested Higher Fee	N/A	£640.94	36

In addition to fees stated in the table above, you will also be able to claim Travel and Waiting for this work (when Matter Type Code 36 is used).

New Standard Fee Category codes are required for reporting claim code PROV. The new codes are:

ULF (Uncontested Lower Fee)

UHF (Uncontested Higher Fee)

CLF (Contested Lower Fee)

CHF (Contested Higher Fee)

When reporting claim code PROV the category field on the CWA Outcome Details Screen should be completed as follows:

Field	Use	Format
Standard fee category field	Select for Breach of part 1 Injunctions under the ASBCP Act 2014 Standard fee cases (using claim code PROV) whether a case is ULF (Uncontested Lower Fee), UHF (Uncontested Higher Fee), CLF (Contested Lower Fee) or CHF (Contested Higher Fee).	Alphanumeric ULF UHF CLF CHF

New Court Code

A new Court Code is also required for matters which reach the County Court, High Court or Crown Court.

Court Code / ID	Description	Restrictions
CCHC	High Court, County Court or Crown Court	The Court Code can only be used with PROV. The Code can only be used for cases started on or after 23 rd March 2015.

2.3 New Bulkload Spreadsheet

Version 1.17 of the Bulkload spreadsheet was released on 25th March 2015.

You can download the new version of the bulkload spreadsheet here <https://www.gov.uk/submit-a-contracted-work-and-administration-cwa-claim-online>. Guidance on how to use the bulkload spreadsheet is available in the same location.

3 - FURTHER INFORMATION

If you would like more information on the new reporting requirements please see the most up to date [CWA Codes Guidance](#). The following support is also available:

Contract Manager – For all contractual queries including:

- Code & Fee scheme queries
- I have made multiple errors in my submission and I need it corrected post submission

Claim Amendments Team – PA-ClaimAmend@legalaid.gsi.gov.uk

- I have made an error in my submission and I need it corrected post submission
- <https://www.gov.uk/submit-a-contracted-work-and-administration-cwa-claim-online#amendments-to-submitted-claims>

Reconciliation Team – reconciliation@legalaid.gsi.gov.uk

- When will I be paid and how much?

LAA Online Support Team – online-support@legalaid.gsi.gov.uk

- Technical support on making your submission to CWA
- Help on using the Bulkload Spreadsheet