

**28 March 2018**

**Invitation to submit an Expression of Interest to deliver Housing Possession Court Duty Scheme services in the Cornwall Scheme Area**

The Legal Aid Agency (“LAA”) is inviting expressions of interest from organisations that would be interested in delivering Housing Possession Court Duty Scheme (HPCDS) services from 1 October 2018 in the Cornwall Scheme Area.

On 12 October 2017 the LAA invited tenders to deliver HPCDS services in 44 Scheme Areas across England and Wales, including Cornwall. The LAA received insufficient compliant bids in Cornwall. It is therefore interested to hear from organisations who could deliver services at one or both of the following courts in the Cornwall Scheme Area:-

* Bodmin County Court and Family Court; and/or
* Truro County Court and Family Court

This process is open to both existing LAA contract holders and new entrants. Whilst applicants do not need to be current LAA contract holders, they must apply for and subsequently hold a face to face contract to deliver services in the Housing and Debt Categories of Law from 1 September 2018.

All organisations who wish to apply for a HPCDS Contract in the Cornwall Scheme Area must therefore either:

1. have tendered for a 2018 Standard Civil Contract to deliver face to face Housing and Debt Contract Work and been notified by the LAA that it intends to award a contract subject to verification; or
2. submit a tender for Housing and Debt Contract Work in one or more of the advertised Procurement Areas as part of the LAA’s supplemental face to face procurement process and subsequently be awarded and hold a 2018 Standard Civil Contract to deliver Housing and Debt Contract Work. The supplemental face to face procurement process will open in late April and further details will be published on <https://www.gov.uk/government/publications/civil-2018-contracts-tenders>

**Requirements**

The 2018 HPCDS Contract requirements (and the meaning of the defined terms used in the tables below) can be found on the 2018 Standard Civil Contract page <https://www.gov.uk/government/publications/standard-civil-contract-2018> . The LAA is interested to hear from organisations that would like to deliver the services, including those who feel they are not able to fully meet the requirements. The LAA therefore invites interested organisations’ ideas for how they could deliver the service. The table below sets out the minimum requirements which must be met, and the areas where the LAA will consider variant proposals:

|  |  |  |
| --- | --- | --- |
| **2018 HPCDS Contract Requirement** | **Minimum requirement that must be met in the Cornwall Scheme Area** | **Variant proposals the LAA will consider** |
| Holds a Face to Face Contract with authorisation to conduct Contract Work in the Housing and Debt Categories | Requirement must be met in full by the contract start date for the Face to Face Contract (1 September 2018) | None |
| Able and willing to advise on all HPCDS Cases (as required) listed by a court within the Scheme Area | Advice must be available to all clients at all listed sessions | How the services are delivered, for example at one court only, or with some remote working |
| Employs or has a Signed Engagement Agreement to employ, from the Contract Start Date, a Housing and Debt Supervisor who will be actively engaged in supervising the delivery of the Contract Work. The Supervisor must be based at and regularly work from an Office which is located within the Scheme Area | Providers must have a Housing and Debt Supervisor actively engaged in supervising the Contract Work to ensure quality services | Supervisor based at an office outside the Cornwall Scheme Area |
| Employ an Authorised Litigator who is based at and regularly works from an Office which is located within the Scheme Area | Availability of an Authorised Litigator is required | Authorised Litigator based at an office outside the Cornwall Scheme Area  Has access to an Authorised Litigator rather than employs an Authorised Litigator |
| Has a nominated individual to undertake the role of HPCDS Manager | Requirement must be met in full | None |
| All Caseworkers delivering HPCDS Contract Work must:   * be competent and suitably experienced; and * routinely conduct a minimum of 12 hours casework in the Housing and Debt Category per week; and * have undertaken at least 450 hours of work in the Housing and Debt Categories at any time over a period of up to 3 years immediately preceding the Mobilisation Start Date; and   be authorised to advise and represent Clients in relation to housing possession proceedings. | Caseworkers must be competent and suitably experienced and routinely deliver 12 hours of Housing and Debt casework per week.  Caseworkers must to be authorised to advise and represent Clients in relation to housing possession proceedings | Experience and competence shown through an alternative to undertaking at least 450 hours of work in the Housing and Debt categories in the past 3 years |
| Signed Engagement Agreement in place with any Caseworker engaged (but not directly employed) in relation to the delivery of Contract Work | Must be met in full | None |

**Acts of Assistance**

The table below shows the total number of Acts of Assistance and fees paid each year from 2014 to 2016:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Acts of Assistance | | | Fees paid (£) | | |
| **Court** | **2014** | **2015** | **2016** | **2014** | **2015** | **2016** |
| Bodmin | 53 | 40 | 69 | 3,863.70 | 3,005.10 | 4,936.95 |
| Truro | 61 | 46 | 62 | 4,364.55 | 3,649.05 | 4,650.75 |
| **Total** | 114 | 86 | 131 | 8,228.25 | 6,654.15 | 9,587.70 |

Further information can be found in the Cornwall Scheme Area guide <https://www.gov.uk/publications/civil-2018-tender-hpcds-scheme-area-guides>

**Next Steps**

If you wish to express an interest in delivering HPCDS services in Cornwall please complete the form and email it to [civilcontracts@justice.gov.uk](mailto:civilcontracts@justice.gov.uk) by **5pm on Friday 13 April 2018**.

Following the deadline, the next steps will depend on the level of interest to this EOI. If a single acceptable proposal is submitted the LAA will invite that organisation to deliver the service and award that organisation the HPCDS Contract for the Cornwall Scheme Area. If a number of proposals are received the LAA will invite organisations to submit a tender.

Please contact the LAA before 12 noon on Thursday 5 April at [civilcontracts@justice.gov.uk](mailto:civilcontracts@justice.gov.uk) if you wish to discuss this opportunity. If we receive any questions before that date which are of wider interest, we will publish them and our response on <https://www.gov.uk/government/publications/civil-2018-contracts-tenders>

**Expression of Interest to deliver HPCDS Services in the Cornwall Scheme Area**

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| **1) Organisation contact details and main office**  Name of organisation: Address:  Postcode:  Email address:  Telephone number:  LAA lead account number: |
| **2) Office delivering the HPCDS**  *If it differs from the above, please enter the address of the premises from which the Cornwall HPCDS would be delivered:*  Address of office:  Postcode:  If you deliver any other HPCDS from this office, please give details below: |
| **3) Delivery Plan**  With reference to the HPCDS requirements detailed above please set out your plan for delivery of the services. Where you are unable to meet the requirements in full please outline your alternative proposals and how you will ensure effective delivery of the services. |
| **4) Key Personnel**  *Please enter the following information for the Key Personnel who is submitting this Expression of Interest on behalf of the organisation:*  Name:  Position:  Date: |