



The Law Society



Legal Aid
Agency

Crime Contract Consultative Group (CCCG) meeting

Minutes

5 March 2019

V1.0

When:	Tuesday 5 March 2019 15:00 – 17:00		
Where:	The Law Society		
Chair Minutes	Richard Atkinson - TLS Gillian Hothersall - LAA		
Attendees	Alice Mutasa – TLS Andrew Cosma – MMS Avrom Sherr – IALS Carol Storer - TLS Daniel Bonich – CLSA David Thomas – LAA Elaine Annable – LAA	Elliot Miller – LAA Glyn Hardy – LAA James MacMillan – MoJ John Foster – MoJ John Sirodcar – LAA Jonathan Black – LCCSA	Matt Doddridge – LAA Melissa Thompson - LAA Neil Lewis - LAA Nick Ford – LAA Rakesh Bhasin-LCCSA Roger Ralph – CILEx
Apologies	Adrian Vincent – BC Caroline Goodwin – CBA Chris Henley – CBA	Fiona Rutherford – MoJ Helen Johnson – LAPG Henry Hills – SAHCA	Ian Kelcey – CLC Nick Poulter - LAA

Welcome and introductions.

1. **Minutes** from September were approved. Actions were discussed as follows.

Actions from the last meeting and decisions from this meeting			
AP1 [Jan]	M Doddridge to investigate issues regarding calling in extra people to court duty schemes.	M Doddridge	5 Mar
	It has emerged that there are different approaches in different regions. R Atkinson requested that national guidance be produced on this issue. M Doddridge to circulate draft for next meeting. #AP1 [Mar]		
AP2 [Jan]	N Lewis to investigate whether numbers who refuse because of contribution could be obtained, and to pick up the issue of unrepresented defendants with the Better Case Management group.	N Lewis	5 Mar
	N Lewis responded that it is not possible to provide these particular figures, but the percentage of withdrawn applications is available – it was noted that numbers are low. N Lewis to circulate. #AP2 [Mar] I Kelcey may have raised the issue of unrepresented defendants with the Better Case Management group – to confirm at next meeting. #AP3 [Mar] A Cosma asked whether the issue of RUI could be raised with Ministers. N Lewis responded that it has been raised with the Criminal Justice Board.		
AP3 [Jan]	N Poulter and M Thompson to drill down further into appeals data on how many redeterminations result in a full payment, and bring the results to the next meeting.	N Poulter M Thompson	5 Mar
	M Thompson updated that some data has been collected on redeterminations in AGFS. It was noted that this has been a manual data collection exercise and therefore time-intensive. There has been a rise in the number of rejects since June 2018. There has been no change in procedure; however, the main three reasons appear to be: <ul style="list-style-type: none"> • Further information needed / submitted • Additional information did not match initial information held by the court • Initial claim appeared to be a duplicate <p>It was also noted that some rejects are resubmitted several times with no additional information. The new scheme for AGFS may also be a factor. A further data collection exercise is planned.</p> <p>It was agreed that the best way forward was for rep bodies to seek input from their members. Representative bodies to ask their members for three or four commonly occurring</p>		

	instances where LAA reduce claims. This can then be discussed at a future CCG. #AP4 [Mar]		
AP4 [Jan]	N Lewis to confirm whether anyone has approached him regarding out of date posters in police stations.	N Lewis	5 Mar
	N Lewis confirmed that this issue was to do with leaflets rather than posters, and had been resolved. Action can be closed.		
AP5 [Jan]	R Ralph to liaise with A Sherr re whether a peer reviewer had suggested using a 14 page police station attendance form	R Ralph	5 Mar
	R Ralph reported that this is ongoing and he will send information to M Doddridge. Keep action open #AP5 [Mar]		
AP6 [Jan]	M Doddridge to follow up the suggestion that the CRMG could pick up designated areas automatically from the court code	M Doddridge	5 Mar
	This can be flagged as a future enhancement but is not possible currently. M Doddridge to ensure the list of which courts are in which areas is added to claim guidance. #AP6 [Mar] M Doddridge also updated re police station / court / prison codes and said that these are being updated by the team after liaising with DSCC. M Doddridge to arrange for LAA to publish finalised list on gov.uk with an email address to submit corrections to. #AP7 [Mar]		
AP7 [Jan]	N Poulter to update outside the meeting regarding the LF1 disk target.	N Poulter	5 Mar
	Keep open #AP8 [Mar]		
AP8 [Jan]	N Poulter to confirm what the estimated time is to respond to written reasons, and what firms should do if this is exceeded.	N Poulter	5 Mar
	M Thompson responded on written reasons, particularly within LGFS. Much work is being done to reduce times in this area. All to let members know that If a firm has a written reason query outstanding for longer than 56 days, they can contact M Thompson or N Poulter with specific details of the case. #AP9 [Mar]		

AP9 [Jan]	A Cosma to liaise with J Sirodcar if there are any further issues of consistency regarding internal guidance for advocate and litigator fees.	A Cosma	5 Mar
	Keep open – A Cosma to send N Poulter details of instances where there appear to be inconsistencies in assessing page count. #AP10 [Mar]		
AP10 [Jan]	E Miller to investigate whether LAA could be given access to CCDS for peer reviews.	E Miller	5 Mar
	E Miller to circulate Q&A after the meeting. D Thomas to discuss with HMCTS. #AP11 [Mar]		
AP11 [Jan]	D Bonich to send details of issue re own client representation to M Doddridge and J Sirodcar to investigate.	D Bonich M Doddridge J Sirodcar	5 Mar
	M Doddridge responded that the appeal has now been resolved but certainty is still needed on the issue. J Sirodcar will liaise with auditors to inform them that the issue is under discussion. Post meeting note: Auditors have been advised. M Doddridge to draft guidance for future discussion. #AP12 [Mar]		

2. Data protection: dealing with data breaches

J Sirodcar updated the meeting regarding a notice going out in an LAA Bulletin shortly.

He reminded the meeting that the contract states that providers need to contact their contract manager regarding any data breach or any incident involving compromised IT systems. He confirmed that access to LAA systems would be temporarily removed in such an instance, but that work arounds would be provided so that work can be processed.

3. Operational update

3.1 Billing

M Thompson outlined the report and confirmed that disc processing on LGFS is now within target.

3.2 Applications

M Thompson confirmed that all work is within target apart from written reasons (see response to AP8 [Jan] above).

4. Issues raised by the representative bodies

4.1 Impact of police station closures/relocation on rota work / failure to identify correct borough

R Bhasin raised the issue of problems allocating cases to the correct rota when police stations are closed.

Following discussion, it was agreed that G Hardy would meet with LCCSA to discuss options available. In some schemes, the DSCC is reliant upon the police stating whether a duty solicitor from scheme A or scheme B should be appointed, which can sometimes cause problems.

Where these problems arise the LAA will work with the police to ensure the correct arrangements are followed. **#AP13 [Mar]**

5. AOB

5.1 Multi-office firms and travel claims

A Cosma raised an issue with multi-office firms and travel claims. He requested clarity on travel within local areas. Karl Ford to advise when ICA decision is known. **#AP14 [Mar]**

5.2 Breach matters

A Cosma raised an issue regarding breach matters and whether they are wrapped up in an original rep order. R Atkinson commented that this could have wider implications as courts are more centralised. See #AP14 above.

5.3 Legal aid statistics

A Sherr asked whether it would be possible to collect data on the age of all those working in legal aid (not just duty solicitors), particularly in certain disciplines. J Sirodcar to feed this back to LAA statistics team.

Post meeting note: feedback has been provided.

5.4 Thanks

J Sirodcar told the meeting that this would be his last time at Crime CCG before his retirement. He thanked members for all their cooperation and confirmed that David Thomas will take over as co-chair of Crime CCG as from the next meeting. R Atkinson thanked John on behalf of himself and the CCG.

Actions from this meeting			
AP1 [Mar]	M Doddridge to circulate draft of national guidance regarding calling in extra people to court duty schemes.	M Doddridge	14 May
AP2 [Mar]	N Lewis to circulate percentage of withdrawn applications.	N Lewis	14 May
AP3 [Mar]	I Kelcey to update re raising the issue of unrepresented defendants with the Better Case Management group.	I Kelcey	14 May
AP4 [Mar]	Representative bodies to ask their members for three or four commonly occurring instances where LAA reduce claims.	All	14 May
AP5 [Mar]	R Ralph to continue to liaise with A Sherr re 14 page police station attendance form, and send information to M Doddridge.	R Ralph	14 May
AP6 [Mar]	M Doddridge to ensure the list of which courts are in which areas is added to claim guidance.	M Doddridge	14 May
AP7 [Mar]	M Doddridge to arrange for LAA to publish a finalised list of codes on gov.uk with an email address to submit corrections to.	M Doddridge	14 May
AP8 [Mar]	N Poulter to update regarding the LF1 disk target.	N Poulter	14 May
AP9 [Mar]	All to let members know that if a firm has a written reason query outstanding for longer than 56 days, they can contact M Thompson or N Poulter with specific details of the case.	All	14 May
AP10 [Mar]	A Cosma to send J Sirodcar details of instances where there appear to be inconsistencies in assessing page count.	A Cosma	20 April
AP11 [Mar]	E Miller to circulate Q&A on access to CCDS for peer reviews. D Thomas to discuss the issue with HMCTS.	E Miller D Thomas	14 May 14 May
AP12 [Mar]	M Doddridge to draft guidance for future discussion.	M Doddridge	14 May
AP13 [Mar]	G Hardy to take issue of police station closures forward in discussion with LCCSA.	G Hardy	14 May
AP14 [Mar]	Karl Ford to advise when ICA decision is known regarding: <ul style="list-style-type: none"> • Multi-office firms and travel claims • Breach matters issue 	K Ford	14 May

The next meeting is on Tuesday 14 May 2019 at TLS