



# Guide to the Changes in Reporting Prison Law Work

This document summarises the key reporting changes for Prison Law claims.

We strongly recommend you check that you are reporting according to current guidance.

This information will enable you to successfully submit applications via Contracted Work & Administration (CWA).

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## 1 - SUMMARY

The key reporting changes being introduced for work started on or after 21<sup>st</sup> February 2018 and reported in CWA:

- New Claim Code for Prison Law work
- New Outcome Code for Prison Law work
- New Matter Type Codes for Prison Law work

A further reporting change has been introduced for work started on or after 22<sup>nd</sup> July 2019 and reported in CWA:

- New Claim Code for Parole Board Reconsideration Hearings

**If you use a case management system you may require an update to your software to ensure your system reports the correct rates and fees. Please contact your software vendor if you are unsure.**

## 2 – QUICK GUIDE

It is essential you are aware of these changes and the impacts they will have on reporting your claims.

The following table provides an overview of all the forthcoming changes to CWA. The impact column recommends when you should implement these changes to your reporting:

#	Area of change	Detail	Impact
1	Prison Law Work	Changes in scope of Prison Law Class of Work	Cases with a UFN on or after 21st February 2018
2	Prison Law Work	New Claim Code PRID for Advocacy Assistance at Sentence Reviews matters	Cases with a UFN on or after 21 <sup>st</sup> February 2018
3	Prison Law Work	Hearings claimed with new claim code PRID can be heard in Prison or High Court. PRID can be reported with a Prison Law code or High Court code (CCHC) in the Police Station/Court/Prison ID field	Cases with a UFN on or after 21 <sup>st</sup> February 2018
4	Prison Law Work	Standard Fees for the new claim code PRID will be the same as the current claim code PRIB.	Cases with a UFN on or after 21st February 2018
5	Prison Law Work	Three matter type codes taken out of scope of Legal Aid in 2013 will be brought back into scope and two new matter type codes will be introduced.	Cases with a UFN on or after 21 <sup>st</sup> February 2018
6	Prison Law Work	New outcome code valid with claim code PRID	Cases with a UFN on or after 21 <sup>st</sup> February 2018

7	<b>Prison Law Work</b>	Two current outcome code descriptions will be amended. The change of description is not date validated and will be visible in CWA from implementation date irrespective of matter start date	
8	<b>New Bulkload Spreadsheet</b>	<p>V1.22 of Bulkload spreadsheet can be found <a href="#">here</a>, which includes the new Claim code, Matter Type codes and Outcome codes above</p> <p>V1.21 should no longer be used.</p> <p>The new version has been introduced to enable the new Prison Law matters to be reported.</p>	<b>Use from FEB-2018 submission onwards</b>
9	<b>New Prison Law code PRIE</b>	A PRIE Claim for Advocacy Assistance may be made if the Parole Board determines that a Parole Board Reconsideration Hearing shall be listed or directed (whether orally or on the papers). The claim will be in addition to any Claim for Advocacy Assistance in the substantive Parole Board Case.	<b>Parole Board Reconsideration Hearing cases with a UFN on or after 22nd July 2019.</b>

## 3 - DETAILED GUIDANCE

Code	Description	Use	Fee	Valid with Matter Type code	Valid with Outcome code	Police station ID/ court ID / Prison ID
PRID	Advocacy Assistance at Sentence Reviews	The new code can only be reported with matters started on/after 21/02/2018	Standard fee – lower, higher and escape. These are the same standard fees as claimed for PRIB claims. The fees are detailed below.	PRID is valid with Matter Type code 19	Matter Type code 19 is valid with outcome codes PL01-PL14	PRID will be reported with either a Prison ID or the High Court ID.
PRIE	Parole Board Reconsideration Hearings	The new code can only be reported with Parole Board Reconsideration Hearings directed on/after 22/07/2019	Standard fee – lower, higher and escape. These are the same standard fees as claimed for PRIC claims. The fees are detailed below.	PRIE is valid with Matter Type code 35	Matter Type 35 is valid with outcome codes PL01-PL13	PRIE will be reported with a Prison ID

### 3.1 Scope of Changes

The scope of this Class of Work will now cover the following types of work:

- Proceedings before the Parole Board, also includes Representations in respect of recall to custody for a breach of licence conditions, as well as Parole Board Reconsideration Hearings.
- Sentence Calculation cases where the date of release is disputed (also includes Minimum Term review cases);
- Sentence cases which relate to referrals to Close Supervision Centres and referrals to Separation Centres Sentence cases before a directors Category A panel on legal issues arising in disputes relating to a prisoner’s classification as a Category A Prisoner
- Disciplinary cases that involve the determination of a criminal charge for the purposes of Article 6.1 ECHR (those before the Independent Adjudicator); and
- Disciplinary cases that require legal representation as a result of the successful application of the “Tarrant Criteria”.

### 3.2 Claim Codes

2 new claim codes will be introduced.

### 3.3 PRID standard fees

The new claim code PRID will attract the following standard fees. You will report actual costs incurred which in turn will determine which fee the matter attracts depending upon the standard fee limits that the costs of the case fall between or breach. The limits and fees are presented below:

Lower Standard Fee	£203.93
Lower Standard Fee Limit	£357.06
Higher Standard Fee	£564.16
Higher Standard Fee Limit	£1,691.69

You will report the actual costs incurred using the rates set out below.

Hourly Rates (regardless of in London or Outside London)	
Routine letters written and routine telephone calls per item	£3.70
Preparation hourly rate	£51.24
Advocacy hourly rate	£62.28
Travel and waiting hourly rate	£24.00

If matters reported with claim code PRID breach the higher standard fee limit they can be submitted for assessment using the CRM18a form.

CWA applies the following rules when matters are reported with claim code PRID.

- If profit costs excluding VAT < £49.82 (48 mins of advocacy) then credit outcome with initial value of zero
- If profit costs excluding VAT ≥ £49.82 but profit costs excluding VAT + waiting costs excluding VAT ≤ lower fee limit then initial value = (lower fee \* applicable VAT amount) + disbursements and disbursements VAT amount
- If net profits costs excluding VAT + waiting costs > lower fee limit then initial value = (net higher fee \* applicable VAT amount) + disbursements and disbursements VAT amount.
- (profit cost excluding VAT + waiting costs excluding VAT) => £1691.69 then flag as exceptional

### 3.4 PRIE standard fees

The new claim code PRIE will attract the following standard fees. You will report actual costs incurred which in turn will determine which fee the matter attracts depending upon the standard fee limits that the costs of the case fall between or breach. The limits and fees are presented below:

Lower Standard Fee	£437.21
Lower Standard Fee Limit	£933.93
Higher Standard Fee	£1,454.44
Higher Standard Fee Limit	£4,362.54

You will report the actual costs incurred using the rates set out below.

Hourly Rates (regardless of in London or Outside London)	
Routine letters written and routine telephone calls per item	£3.70
Preparation hourly rate	£51.24
Advocacy hourly rate	£62.28
Travel and waiting hourly rate	£24.00

If matters reported with claim code PRIE breach the higher standard fee limit they can be submitted for assessment using the CRM18a form.

CWA applies the following rules when matters are reported with claim code PRIE.

- If profit costs excluding VAT < £49.82 (48 mins of advocacy) then credit outcome with initial value of zero
- If profit costs excluding VAT ≥ £49.82 but profit costs excluding VAT + waiting costs excluding VAT ≤ lower fee limit then initial value = (lower fee \* applicable VAT amount) + disbursements and disbursements VAT amount
- If net profits costs excluding VAT + waiting costs > lower fee limit then initial value = (net higher fee \* applicable VAT amount) + disbursements and disbursements VAT amount.
- If (profit cost excluding VAT + waiting costs excluding VAT) => £4,362.54 then flag as exceptional

### 3.5 Matter Type Codes

3 matter type codes taken out of scope of Legal Aid in 2013 have been brought back into scope and 2 new matter type codes have been introduced.

Matter Type Code	Description	Claim Code Combinations	Outcome Code Combinations	Validation
19	Categorisation	Valid with claim codes PRIA and PRID	Valid with prison law outcome codes PL01 – PL13	MT19 is not valid with matters started on/after 01/12/2013. MT19 will be valid with matters started on/after 21/02/2018.
21	CSC and DSPD units referrals and assessments	Valid with claim code PRIA	Valid with prison law outcome codes PL01 – PL13	MT21 is not valid with matters started on/after 01/12/2013. MT19 will be valid with matters started on/after 21/02/2018.
23	Minimum term review applications	Valid with claim codes PRIA and PRID	Valid with prison law outcome codes PL01 – PL14	MT23 is not valid with matters started on/after 01/12/2013. MT19 will be valid with

				matters started on/after 21/02/2018.
37	Separation Centre	Valid with claim code PRIA	PL01 – PL13	MT37 is a new code only valid with matters started on/after 21/02/2018.
38	Pre-Tariff Reviews	Valid with claim codes PRIA & PRIC	Valid with prison law outcome codes PL01 – PL13	MT38 is a new code only valid with matters started on/after 21/02/2018.

### 3.6 Outcome Codes

1 new outcome code has been introduced

Outcome Code	Code Description	Claim Code Combinations	Matter Type Code Combinations
PL14	Minimum Term Reviewed at the High Court	Valid with claim code PRID	Valid with matter type code 23 only

The new outcome code is only valid for matters started on/after 21/02/2018.

3 current outcome code descriptions have been amended.

Outcome Code	Current Description	New Description
PL10	Parole Oral Hearing Successful	Oral Hearing Successful
PL11	Parole Oral Hearing Unsuccessful	Oral Hearing Unsuccessful
PL12	Proceeded to Judicial Review	Proceeded to Reconsideration/Judicial Review

## 4 - FURTHER INFORMATION

If you would like more information on reporting requirements please see the most up to date [Crime 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@justice.gov.uk](mailto:pa-claimamend@justice.gov.uk)

- I have made an error in my submission and I need it corrected post submission
- <http://www.justice.gov.uk/legal-aid/submit-claim/cwa-online-claims#Amendments>

**Reconciliation Team** – [reconciliation@legalaid.gsi.gov.uk](mailto:reconciliation@legalaid.gsi.gov.uk)

- When will I be paid and how much?

**Online Support Team** – [online-support@justice.gov.uk](mailto:online-support@justice.gov.uk)

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