



The Law Society



Legal Aid  
Agency

**Crime Contract Consultative Group (CCCG) meeting  
Tuesday 16 August 2022**

**Minutes**

When	<b>Tuesday 16 August 2022</b>
Where	<b>Via Teams</b>
Chair	David Thomas
Minutes	Paul Moore
Present	<p>Alice Mutasa – TLS          Avrom Sherr – IALS          Daniel Bonich – CLSA          David Thomas – LAA          Carol Storer -          Elaine Annable - LAA          Glyn Hardy – LAA          James MacMillan –MoJ          Martin Secrett - BC          Neil Lewis - LAA          Melissa Thompson – LAA          Nick Ford – LAA          Nick Poulter – LAA          Paul Moore - LAA          Richard Atkinson          Tim Collieu - LAA</p>
Apologies	<p>Adrian Vincent – BC          Andrew Cosma – MMS          Arron Dolan – CBA          Chandni Brown – CILEx          Elliot Miller – LAA          Gerwyn Wise - GCLAW          Henry Hills – SAHCA          Hesham Puri - LCCSA          Jelena Lentzos – LAA          Jill Waring – LAA          Jon Heavens – MoJ          Kate Pasfield – LAPG          Kathryn Grainger – LAA          Matt Doddridge – LAA          Rakesh Bhasin-LCCSA          Richard Miller          Richard Owen - TLS A2J Cttee          Stuart Nolan - TLS          Will Hayden – LAA</p>

D Thomas welcomed attendees to the meeting and confirmed that papers and minutes had been circulated in advance.

**1. Minutes from June meeting were reviewed and approved.**

Actions were discussed as follows.

<b>Actions from the last meeting and decisions from this meeting</b>			
<b>APAPR01</b>	All members	To feedback to W Hayden on the proposal on the out of hours by the 5 July.	No feedback received and out of hours proposal implemented. Action closed.
<b>APJUN01</b>	D Thomas	D Thomas to obtain information on how many new contracts have been issued under the new contract and send through to A Cosma	Update provided by Tim Collieu at the Aug 22 meeting on new crime contract numbers. Action closed.

**2. Nick Poulter – Operational update**

N Poulter advised that performance in operations is stable with intakes being considerable in recent months in particular on the graduated fee side. However, volumes are now dropping with LGFS at 91% pre-covid levels and AGFS at 90% pre-covid levels.

The reduction has allowed operations to improve their performance on graduated fees and now processing the majority within 4/5 days. Oldest date for an initial claim is 7 days.

CRM7s being processed at 5 days but expecting this to increase slightly as the team support production of the duty solicitor rotas.

The majority of applications are being processed within 48 hours and well within the KPI.

N Poulter asked if there were any concerns or issues from representatives. No issues were raised.

**3. Elaine Annable - CMA Update**

E Annable gave an overview of the current performance of CMA where it is business as usual. CM visits are now taking place on site where appropriate. Increase activity likely in September and October.

E Annable asked if there were any queries. No queries raised.

**4. Tim Collieu – Crime Contract tender**

T Collieu gave an update on the crime contract tender currently being completed by Central Commissioning.

Approximately 1,100 have completed verification and this process will continue up to 1 October. Applicants that have not been through verification will not be withdrawn until the 1 October. The majority yet still to verify are yet to engage and therefore unlikely to complete the process.

About to move to uploading the contracts for acceptance. Not all 1,100 will be in the first tranche as account numbers need to be allocated to new firms.

The Member's list was circulated and has closed for comment. Responses will be reviewed, and the list updated as appropriate.

Those firms not eligible to join the rotas in October will be invited shortly to submit their CRM12 to allow them to join the January rotas by the 5 September. Those on the October rota will move into business-as-usual management of rota membership. A new membership list will then be published in October.

T Collieu asked if there were any queries.

A Mutasa asked if there were any schemes that had been identified as not having enough duty solicitors and noted that there had been a consultation for a scheme merger for one identified previously.

G Hardy confirmed that was correct and there is a consultation for Barnstaple and one that has recently closed in Skegness. Liaison is taking place with local providers and stakeholders in areas where duty solicitor membership is an issue, but in most schemes, there is sufficient cover.

T Collieu advised that the LAA would be completing a post tender review and as part of that they would be inviting the Law Society and all representative bodies to a lesson learned exercise to try and understand how the process can be improved, which would take place in October.

**APAUG01 – Representatives interested in attending the post tender review exercise to contact Tim Collieu – [tim.collieu@justive.gov.uk](mailto:tim.collieu@justive.gov.uk)**

## **5. Representative Body Queries**

R Atkinson had been asked to raise an issue with the LAA Online bulk load spreadsheet. The gender section only allows the user to enter, Male, Female or Unknown. Could this be reviewed, and an option of Non-Binary be added.

This would be a digital request to amend the LAA Online bulk load spreadsheet.

G Hardy offered to contact the Digital team and ask if this change could be made.

**APAUG02 – G Hardy to contact the Digital team and explore the possibility of amending the Gender selection in the LAA Online bulk load spreadsheet to include a Non-Binary option.**

## **6. AOB**

D Thomas asked if there was any other business.

No further issues were raised by attendees and D Thomas ended the meeting.

<b>Actions from this meeting</b>			
APAUG01	Representatives interested in attending the post tender review exercise to contact Tim Collieu – <a href="mailto:tim.collieu@justive.gov.uk">tim.collieu@justive.gov.uk</a>	All members	
APAUG02	Explore the possibility of amending the Gender selection in the LAA Online bulk load spreadsheet to include a Non-Binary option.	G Hardy	

The next meeting is on Tuesday 11 October via Teams