

2024 Standard Civil Contract Schedule

Contract Number: **[INSERT]**

Schedule Reference: **[INSERT]**

Name of Provider	[INSERT]
Address of Principal Office	[INSERT]
Address of the Office to which this Schedule applies ¹	[INSERT]

TABLE 1 – START DATE, END DATE			
Schedule Start Date	[INSERT]	Schedule End Date	[INSERT]

TABLE 2 – MATTER STARTS SUMMARY				
1 Type of Contract Work	2 Total Number of Matter Starts	3 Licensed Work Authorised	4 Schedule Authorisation	5 Delegated Functions
	MAX ³			
Claims Against Public Authorities Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Clinical Negligence Category	[Unrestricted]	[Yes/No]	[Yes/No]	[Yes/No]
Community Care Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Debt Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Discrimination Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Education Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Family Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Housing Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Immigration and Asylum Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Mental Health Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Public Law Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Welfare Benefits Category	[Insert]	[Yes/No]	[Yes/No]	[Yes/No]
Miscellaneous Work ²	[Insert]			

(1) Unless otherwise authorised in the Contract, Contract Work may only be carried out from the Office specified – see Clause 12.3 of the Standard Terms.

(2) All schedules include an allocation of 5 Matter Starts for Miscellaneous Work. Any additional Matter Starts allocated for Miscellaneous Work may only be used to provide advice and assistance in relation to compensation claims for victims of human trafficking or modern slavery under paragraphs 32(2)/(3) and 32A (2)/(3) of Part 1 of Schedule 1 of LASPO and cannot be used for any other purpose.

(3) This column shows the maximum number of new Matter Starts in relation to each type of Contract Work you may start from the Office to which this Schedule applies (or other Location(s) set out in Tables 5 or 6) while this Schedule is in force.

TABLE 3 – SCHEDULE PAYMENT LIMIT AND STANDARD MONTHLY PAYMENT (IF APPLICABLE)			
Your Schedule Payment Limit is	£ 0.00 (Inc. VAT)	Your Standard Monthly Payment is	£ 0.00 (Inc. VAT)

TABLE 4 – 2024 STANDARD CIVIL CONTRACT WORK ⁴									
1.	2.	3.	4.	5.	6.	7.	8.		9.
Authorisation ID	Effective From	Effective To	Category of Law	Licensed Work only ⁵	Procurement Area	Access Point	Matter Starts		Type of Presence
					Name		MIN ⁶	MAX ^{7,8}	Type
[INSERT]	[]	[]	[INSERT]	[Yes/No]	[INSERT]		[INSERT]	[INSERT]	[INSERT]
[INSERT]	[]	[]	[INSERT]	[Yes/No]	[INSERT]		[INSERT]	[INSERT]	[INSERT]
[INSERT]	[]	[]	[INSERT]	[Yes/No]	[INSERT]		Unrestricted		[INSERT]

(4) This table shows the Contract obligations on you in relation to the work you are authorised to undertake under the terms of the 2024 Standard Civil Contract. Obligations relate to individual Categories of Law or other types of Contract Work (as indicated), or Procurement Area/Access Points while this Schedule is in force. The 2024 Standard Civil Contract Specification contains the detailed rules regarding these obligations.

(5) This column only applies to the Family Category of Law.

(6) This column shows the minimum number of new Matter Starts in each Category of Law you **must** start from the Office (or other Location(s) set out in Tables 5 or 6) in the specified Procurement Area while this Schedule is in force (this column is marked unrestricted in relation to the Clinical Negligence Category).

- (7) This column shows the maximum number of new Matter Starts in each Category of Law you are authorised to start from the Office (or other Location(s) set out in Tables 5 or 6) in the specified Procurement Area while this Schedule is in force (otherwise known as Matter Start Limits), subject to the authorisations to reallocate Matter Starts and to self-grant additional Matter Starts (this column is marked unrestricted in relation to the Clinical Negligence Category).
- (8) Where and to the extent applicable you shall comply with the following obligations throughout the Contract Period. References below to Matter Starts being “allocated” to you shall include any Matter Starts which are self-granted under Paragraph 1.21 of the Specification in addition to any Matter Starts issued to you by us:
- For each Procurement Area in which you have been allocated 250 Matter Starts or more in the **Family Category of Law** you must employ by the Contract Start Date an individual who is an advanced member of the Law Society’s Children Law Accreditation Scheme or the Family Law Accreditation Scheme (having passed the ‘violence in the home’ module or previously held adult party representative status on the Children Panel) or is a Resolution Accredited Specialist in Domestic Abuse. The individual must be based and regularly working at the office for at least 17.5 hours per week;
 - For each Procurement Area in which you have been allocated 350 or 700 Matter Starts or more in the **Immigration and Asylum Category of Law** you must be able and willing to undertake the full range of Controlled Work and Licensed Work in that Procurement Area;
 - If you have been allocated 350 or 700 Matter Starts or more in any Access Point in the **Immigration and Asylum Category of Law** you agree that you will meet any urgent request by the LAA to assist Clients regardless of their location in the wider Procurement Area;
 - For each Procurement Area in which you have been allocated up to 300 Matter Starts in the **Mental Health Category of Law** you must have at least one full-time equivalent member of the Law Society’s Mental Health Accreditation Scheme who will be deployed to deliver Mental Health Services in that Procurement Area;
 - For each Procurement Area in which you have been allocated 500 or more Matter Starts in the **Mental Health Category of Law** you must have at least two full-time equivalent members of the Law Society’s Mental Health Accreditation Scheme who will be deployed to deliver Mental Health Services in that Procurement Area; and
 - For each Procurement Area in which you have been allocated 700 or more Matter Starts in the **Mental Health Category of Law** you must have at least three full-time equivalent members of the Law Society’s Mental Health Accreditation Scheme who will be deployed to deliver Mental Health Services in that Procurement Area.

TABLE 5 – ADDITIONAL OFFICES AND ALTERNATIVE ARRANGEMENTS (MENTAL HEALTH ONLY)

You are authorised to provide Contract Work from the following additional Offices and Alternative Arrangements in Mental Health

1. Authorisation ID	2. Procurement Area	3. Address	4. Presence
[INSERT]	[INSERT]	[INSERT]	[INSERT]

TABLE 6 – OUTREACH WORK⁹

You may perform Outreach Services as set out below.

1. Authorisation ID	2. Category of Law	3. Procurement Area	4. Access Point	5. Address	6. Additional Agreements	7. Frequency	8. NMS Allocation (if specified) ¹⁰
[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]	[INSERT]

(9) No amendments to the Outreach Services provisions in this Schedule are permitted without our prior authority. We may amend these Outreach Services in future Schedules or where assessment of capacity in an area shows that Outreach Services are no longer necessary to provide access to services.

(10) A number of Matter Starts will generally only be prescribed where Outreach Services have been authorised in a Procurement Area/Access Point other than that shown on the Schedule. Unless otherwise stated in Table 6, no additional Matter Starts are allocated for the delivery of Outreach Services and any Matter Starts delivered as Outreach Services are included in the relevant allocation in Table 4.

TABLE 7 – SPECIAL PROVISIONS AND RESTRICTIONS

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TABLE 8 - DETAINED DUTY ADVICE SCHEME (IMMIGRATION AND ASYLUM ONLY)

1. IRC Procurement Area	2. Number of Rota weeks during this Schedule period ¹¹	3. Allocated Matter Starts ¹²
[INSERT]	[INSERT]	[INSERT]

- (11) This column shows the total number of Rota weeks during which you must deliver all the Detained Duty Advice Surgeries required at the relevant IRC. The actual dates for your Rota weeks will be sent to you in a separate letter.
- (12) The Immigration & Asylum Work Matter Starts allocated in column 3 of Table 8 may only be used for detainees based in the IRC Procurement Areas specified in column 1 on Table 8.

TABLE 9 - DETAINED ASYLUM CASEWORK SCHEME / DETAINED FAST TRACK SCHEME (IMMIGRATION AND ASYLUM ONLY)

1. IRC Procurement Area	2. Number of Rota slots during this Schedule period ¹³	3. Allocated Matter Starts ¹⁴
[INSERT]	[INSERT]	[INSERT]

- (13) This column shows the total number of Rota slots each week during which you must take calls from the UKVI with details of Detained Asylum Casework / Detained Fast Track Clients. One Rota slot equals one call from the UKVI with details of one Client. The actual dates for your Rota slots will be sent to you in a separate letter.
- (14) The Immigration & Asylum Work Matter Starts allocated in column 3 of Table 9 may only be used for detainees based in the IRC Procurement Areas specified in column 1 on Table 9.

TABLE 10 – Housing Loss Prevention Advice Service

1. HLPAS Area	2. Name of Court(s)	3. Early Legal Advice Allocated Matter Starts	4. In Court Duty Allocated Volume of Acts of Assistance
[INSERT]	[INSERT]	[INSERT]	[INSERT]

Signed for and on behalf of the Lord Chancellor (electronically or by hand) by:

Name of signatory..... [print name]

Status of signatory..... [print status]

This Schedule is valid only if signed by a person authorised by the Lord Chancellor