



Legal Aid  
Agency

## PEER REVIEWER PANEL APPOINTMENT

### INFORMATION FOR CANDIDATES

Thank you for your interest in being on the Legal Aid Agency's Peer Reviewer Panel Appointment.

#### General Background

Peer Review is an integral part of the Legal Aid Agency's (LAA) provider management strategy as quality assurance of the advice and legal work of providers of Legal Aid.

This Information for Candidates (IFC) document provides information about the Peer Reviewer Panel Appointment including how to submit an application.

The LAA is seeking to award Peer Reviewer Contracts to individuals in the following Categories of Law:

- Crime
- Family
- Housing
- Immigration and Asylum and
- Mental Health.

There is no limit to the number of Peer Reviewer Appointments that may be awarded through this appointment process.

Individuals that meet the LAA's Minimum Requirements to hold a Peer Reviewer Contract and who can meet the relevant category-specific requirements set out in this IFC pack as well as demonstrating a commitment to adding social value in the delivery of their work will be awarded a Peer Reviewer Contract. This is conditional upon completing necessary training and a successful Peer Review of their own work (PRPR).

**If you are currently a Peer Reviewer, you do not need to apply under this process again.**

## **Peer Reviewer Applicants Personal Specification**

As a Peer Reviewer, you will assess the quality of work carried out by legal aid providers and work with independent experts who manage the Peer Review process. There may also be opportunities to work with the LAA on quality issues requiring practitioner experience.

### **Could you be a Peer Reviewer?**

You will need to be a legal aid practitioner either employed or Engaged with a legal aid provider. You need to provide a high-quality service to your clients, with wide casework and supervision experience, meeting the Supervisor Standards in the category of law in which you wish to be a Peer Reviewer. You should be a solicitor or have a relevant legal qualification.

### **Could you be a Senior Peer Reviewer?**

Senior Peer Reviewers are required as part of the peer review process. They are paid the same hourly rate as Peer Reviewers. The role of the Senior Peer Reviewer is to validate Peer Review reports and representations when required.

Application to be classified as a Senior Peer Reviewer can be submitted during the term of the Contract at any time. As long as the applicant has completed 20 Peer Reviews, they will be eligible to apply to be a Senior Peer Reviewer and will be accepted.

The requirement for experience of 20 Peer Reviews ensures Senior Peer Reviewers have the greater experience of undertaking Peer Review necessary to validate others' work.

## **Supervisory Skills minimum requirements**

For the category of law in which you wish to be a Peer Reviewer you must currently meet the LAA Supervisor Standards set out in:

- the LAA's Specialist Quality Mark (SQM) Standards
- For Civil: <https://www.gov.uk/government/publications/standard-civil-contract-2024>
- For Crime [Standard Crime Contract 2022](https://www.gov.uk/government/publications/crime-contract-2022) - [GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **Eligibility**

Applicants must:

1. be employed or Engaged with a current Legal Aid Provider;
2. meet the Supervisor Standards and complete the Peer Reviewer Panel Appointment Self Declaration Form in the category of law in which they wish to be considered as a Peer Reviewer;
3. must complete in full the necessary Peer Reviewer training; and
4. receive a Peer Review rating of 1 or 2 of their own work in a PRPR.

### **Application**

All applicants are required to complete an application obtained via the Ministry of Justice sourcing portal.

To obtain an application, please email [PRApplications@justice.gov.uk](mailto:PRApplications@justice.gov.uk) asking to be registered to apply for the Peer Reviewer Panel Appointment. You will then be registered and sent a username and password to access the Ministry of Justice sourcing portal.

You can then complete the application form, which must be submitted in Word format and uploaded onto the Ministry of Justice eTendering system by 11.59 a.m. on Monday 4 November 2024 providing answers to questions set out in the application form and including a completed Supervisor Self Declaration Form for the category/ies in which you wish to apply to be a Peer Reviewer.

Applications submitted other than via the Ministry of Justice eTendering system or after 11.59 a.m. on Monday 4 November 2024 will not be accepted.

Even if you have previously used the Ministry of Justice portal you will still need to request to register and we will arrange to reactivate your account (and a new password will be required).

If you have difficulty in typing, please contact the Peer Review Manager in the LAA Peer Review Team [Cindy.Barnes@justice.gov.uk](mailto:Cindy.Barnes@justice.gov.uk)

### **Equality and Diversity Monitoring Form**

The Legal Aid Agency Peer Reviewer Panel Appointment follows the fundamental principles of the Equality Act 2010. Accordingly, all applicants to join the Peer Reviewer Panel must complete an Equality Monitoring Questionnaire. Please **complete the form** and then upload it back to the portal (in Word format please).

The Legal Aid Agency will appoint Peer Reviewers who meet the requirements regardless of age, disability, sex, gender reassignment, marital and civil

partnership status, pregnancy and maternity, race, religion & belief, or sexual orientation.

Completing the form will help us in our work to make the range of applications to the panel truly reflective of all those who might be eligible to apply.

The information you provide will be treated in total confidence. The monitoring form will be kept separate from your application form and will not be seen by anyone involved in assessing your application or selecting the new panel members. The information will be used to compile anonymous statistics during the appointment exercise, and retained only if you are appointed, again for statistical purposes regarding the composition of the panels.

### **Information Security**

The Ministry of Justice takes information security very seriously. Successful applicants will be expected to safeguard government information in their possession, to adhere to government information security requirements and to complete various questionnaires regarding compliance with those requirements during their membership of the panels.

### **Further Information**

We have produced a Common Issues sheet which is available as a separate part of the application pack. If you cannot find the answer to your question on the Common Issues sheet, please feel free to contact the LAA Peer Review Team at the Legal Aid Agency via email:

[PRApplications@justice.gov.uk](mailto:PRApplications@justice.gov.uk)

**All capitalised terms included in this document, are defined in the Peer Reviewer Contract.**

**October 2024**