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CHIEF EXECUTIVE APPOINTED



Mr Lindsay Montgomery has been appointed as the Chief Executive of the Scottish Legal Aid Board. He will take up the post full time on 1 July.

Mr Montgomery (46) is currently Director of Corporate Services at Scottish Natural Heritage, based in Edinburgh. He has been in that post for seven years and previously was with the Exports Credits Guarantee Department, The Treasury and The Scottish Office.

Chairman Jean Couper welcomed the appointment: "Lindsay Montgomery's experience across a range of public sector operations, both in terms of management and functional matters, will undoubtedly be of great assistance to the Board in the coming years as we seek to further improve the value and quality of our service."

Commenting on his appointment, Lindsay Montgomery said: "I am delighted to accept the post of Chief Executive of the Scottish Legal Aid Board. There are many interesting challenges and opportunities for the Board over the next few years and I look forward, with enthusiasm, to working with the Chairman, the Board and the staff to meet these."

With qualifications in business studies and accountancy, Mr Montgomery joined The Scottish Office in 1972 through the Civil Service Direct Entry Executive Officer scheme. After several postings he transferred to The Treasury in 1981 where he worked on developing Internal Audit functions across Government. In 1985 he joined the Export Credits Guarantee Department as Head of Audit, Review and Investigation Division where he was involved in the privatisation of the short-term credit insurance business. He became Director of Corporate Services at SNH in April 1992. ●



INVESTOR IN PEOPLE

DEVOLUTION ISSUES

COURT PROCEEDINGS

With the coming into force of the Scotland Act 1998, devolution issues arising in proceedings before a court or tribunal may be referred to the Inner House of the Court of Session, the High Court of Justiciary or the Judicial Committee of the Privy Council. Any legal aid available for the proceedings in question will also cover such a reference. Appeals from the decision of a superior court on a devolution issue may be taken to the Judicial Committee of the Privy Council, for which an application for legal aid must be made to the Board.

With effect from 6 May 1999 amendments consequential upon these new statutory provisions have been made to the Legal Aid (Scotland) Act 1986, the Civil Legal Aid (Scotland) Regulations 1996, the Criminal Legal Aid (Scotland) Regulations 1996, the Civil Legal Aid (Scotland) (Fees) Regulations 1989 and the Criminal Legal Aid (Scotland) (Fees) Regulations 1989. These amendments will be included in the new edition of *The Scottish Legal Aid Handbook* which is due to be published soon. ●

FIXED PAYMENTS

References under Schedule 6 of the Scotland Act 1998 will be excluded from the Fixed Payments Regulations 1999 by way of an amendment to the Regulations. This amendment will take effect on 1 July 1999 and will allow such proceedings to be paid on a 'time and line' basis.

The Secretary of State for Scotland has issued a determination under Section 4(2)(c) of the Legal Aid (Scotland) Act 1986 which provides for references under the Scotland Act to be paid on a 'time and line' basis. ●

NEW APPOINTMENT

Tom Murray has been appointed as the Board's Director of Legal Services. Tom has been the Deputy Director of Legal Services since 1996 and takes up post as Director with immediate effect.

Tom leads the department's programme of legal training, both for staff and for the legal profession, as well as dealing with a wide range of other legal work including conveyancing and contract review. He also managed the Board's customer satisfaction project, including the first major survey of solicitors.

Tom is a graduate of the University of Dundee, and spent a number of years working in general practice in Dundee, Perth and Edinburgh dealing with all aspects of court and chamber work. He joined the Board in 1986, first as Deputy Secretary and later as a solicitor in the Legal Services department. ●

DIGITAL FORMS

Every firm which carries out legal aid work should have received a complimentary copy of the Board's resource CD-ROM, containing a set of new digital application forms. If your firm does not have any PCs with a CD drive, return the CD-ROM to our Communications Office and, if you wish, we will exchange it for a set of floppy disks. If you have one PC with a CD-ROM, the resource CD contains instructions on how to copy the digital forms to floppy disks and then to another PC.

We have received a number of enquiries about installing the CD-ROM and disks and running the digital forms, so we have listed below questions and answers which may assist you.

INSTALLING THE CD-ROM

When I load the CD, I get a message that MSVCRT.DLL is missing – what should I do?

This error message means that you may not have one of the following installed: Windows 95 OSR2, Windows 98, Windows NT, Internet Explorer 4 and later releases of Internet Explorer 3. You can download the MSVCRT.DLL file from www.slabpro.org.uk (see page 4 for username and password) or send a floppy disk to our Communications Office and we will send you a copy of the file.

My PC does not have autorun. I cannot see resource.exe on the CD-ROM.

In Explorer or file manager double click on Resource_CD in your CD drive. In the list of contents of that file, double click on an application file called 'resource.exe'.

I have loaded the CD and clicked on 'OK I agree' but I can't get any further.

You may not be seeing the whole screen. At the bottom right of the next page you should see a 'click here to start' button. If you cannot see this you could either –

- ▶ pick up the title bar and drag the page as far up your screen as possible
- ▶ right click on the taskbar at the bottom of your screen, click properties and auto-hide your taskbar – it will move out of view giving you an extra bit of screen space.

Even if you can only see the top arc of the white circle of the 'click here' button, click on it. If you still cannot click on the button, you can install the forms through Explorer or file manager –

- ▶ double click on Resource_CD in your CD drive
- ▶ double click forms
- ▶ double click CD-ROM
- ▶ double click Disk 1
- ▶ double click setup.exe

The floppy disks say that they run on Windows 95, can I run them on Windows 3.1?

It depends on the software you have installed on your PC. The version of Adobe Acrobat Reader supplied on our resource CD is not compatible with Windows 3.1. You can obtain a compatible version from www.adobe.com or it is often available free with computer magazines. Once you have obtained the correct version of Acrobat Reader and installed this on your PC, you can install the forms from our resource CD (install only the forms, not the version of Acrobat Reader on the CD-ROM).

I have an Apple Mac, can I still use the digital forms?

While you will not be able to use most of the information on the resource CD, you will be able to use the digital forms. However you need to obtain a version of Adobe Acrobat Reader which is compatible with Apple Macs from www.adobe.com and download this to your Mac. Then manually copy the forms from the CD-ROM or from www.slabpro.org.uk

I can open the digital forms but I can't enter text into them.

Please make sure you have the most up-to-date version of Adobe Acrobat Reader (version 3.02) which is supplied with the

CD-ROM. This version contains a plug-in which operates the forms. If you have another version of Acrobat Reader, you can obtain the plug-in from www.adobe.com

If you are downloading the forms from www.slabpro.org.uk, make sure you have also installed the Acrobat Reader software otherwise you will not be able to open the forms.

PRINTING

Do I need to print the forms on coloured paper?

No. You can simply print the forms, either single or double sided, on white paper.

When I print the forms sometimes information at the top and bottom of the page is cut off or a small section of text is printed on a separate page.

You can reduce the print margins on your PC to the minimum in your print dialogue box.

The front page of every form prints each time, wasting a lot of toner.

In your print dialogue box, choose only the page numbers you want to print.

I entered some data in the form and printed part of the form but any dates I entered have been altered.

Make sure your cursor is not still inside any of the form fields before you print. ●

NEW INTERNET RESOURCE LAUNCHED

We have launched a new web resource called SLABPro, aimed at solicitors who carry out legal aid work in Scotland. You can find the site at www.slabpro.org.uk but you will need a username and password to access the site.

Contact the Board's Communication Office on 0131-226-7061 ext. 301 for the current username and password.

SLABPro includes copies of the digital forms and Adobe Acrobat software, back issues of *The Recorder*, information about the Code of Practice and details of all Board publications. The site will be updated regularly so keep checking for more useful information.

There is also a feedback form for your comments on the resource CD and SLABPro. We would appreciate any ideas for additional information that you would like to see on SLABPro or our public web site at www.slab.org.uk ●

FORMS UPDATE

Matters of special urgency - SU2 and SU4 forms

We have noticed that many solicitors are using the forms SU2 and SU4 incorrectly.

You must use the form **SU2** when taking any of the steps listed on the back of the form. Please do not add any other steps to the form. If you are taking a step which is not included in the listed steps, and the work is being done at the same time as a step notified on the SU2 form, you do not need to tell us about it until the account stage.

You must use the form **SU4** when the step you intend taking is not included among the steps listed on the SU2 form (and will involve work not done at the same time as any step notified on the form SU2). You have to apply to us on the form SU4 **before** carrying out the work, but in cases of extreme urgency you can apply for certification by telephone or fax. Tell us clearly why the matter is so urgent that it cannot be left until we have dealt with the legal aid application.

Application to the sheriff for proceedings under the Children (Scotland) Act 1995 - CHILD/APP

This form was updated to include space for the firm's code number in the solicitor's details section. The new version shows a revision date of 1/99 at the bottom of the front page. However, you can continue to use up old stocks of this form (with a revision date of 3/97) but remember to write the code number clearly on the form. ●

REPORTERS AND SUB-COMMITTEE MEMBERS 1998/99

In previous years details of the practitioners who acted as reporters and co-opted members of sub-committees were included in the Board's Annual Report. However, we felt that a more effective way of informing the profession would be to publish the list in *The Recorder*.

The following practitioners acted as external reporters to the Board during 1998/99:

Members of the Faculty of Advocates

G C Bell, QC

D A Kinloch

D C Rae

A M Clark

D I Mackay, QC

E W Robertson

L J Dorrian, QC

L J Milligan

J N Wright, QC

L J Dunlop, QC

G W M Liddle

Solicitors

I M Banks, Greenock

C Hennessy, Glasgow

G S Peterson, Lerwick

P Brown, Glasgow **

D Hossack, Edinburgh **

A S Pollock, Glasgow

M J Burns, Dingwall

J P Hunter, Hawick

A Prentice, Edinburgh

F Cooper, Edinburgh

C J B Jackson, Leven

J Pryde, Midlothian

A Cruickshank, Elgin

M K Lucas, Arbroath

D Reekie, Edinburgh **

A D Currie, Jedburgh

H A Macandrew, Turriff

A J Tyler, Edinburgh

S Doonan, Glasgow

R H McFarlane, Cupar

C L Viviani, Dunfermline

C J Flanagan, Dunfermline

W C MacReath, Glasgow

S R Waters, Alloa

M Foster, Glasgow **

D S Millar, Edinburgh

P B Watson, Glasgow

K H R Graham, Edinburgh

S N Moffat, Edinburgh

D S Williamson, Edinburgh

E A Grant, Paisley

B A Murphy, Ayr

G M Hay, Peterhead

D Nicol, Edinburgh **

** with effect from July 1998

Co-opted members of Sub-Committees

The following practitioners acted as co-opted members of the Legal Services Sub-committee during the year:

C Hennessy

D S Millar

A Prentice

J N Wright, QC

Our thanks to all of those people for the work they have carried out throughout the year. ●

WHO'S WHO AT THE BOARD

In the January issue of *The Recorder* we published a list of key contacts at the Board. Since then two of the fax numbers – for civil applications and applications registration – have changed. The fax numbers for the applications area are -

Civil applications	0131 220 4879
Criminal applications	0131 226 5477
Advice and assistance applications	0131 220 3462
Applications registration	0131 220 5464

Paul Thrustle has left the post of Director of Information Systems to take up a new job. The Acting Director is Wallace Gray and his e-mail address is graywa@slab.org.uk ●

ADDRESSING MAIL FOR THE BOARD

Please take particular care to use the correct address when sending us mail.

Scottish Legal Aid Board **Scottish Legal Aid Board**
DX ED250A **or** **PO Box 12650**
EDINBURGH **EDINBURGH EH3 7SW**

should **only** be used for mail in the following categories

- ▶ applications for all types of legal aid
- ▶ special urgency applications or notifications
- ▶ notification of grants of advice and assistance
- ▶ requests for increases in authorised expenditure.

All other mail, including the submission of accounts, should be sent to

Scottish Legal Aid Board
DX ED250
EDINBURGH

By using the correct address you will help us to improve our service to you and your clients. ●

HAVE YOU RECEIVED THIS INFORMATION?

Since issue 25 of *The Recorder* was published in January, the following mailshots, containing important information about legal aid, have been sent to practitioners. If you did not receive any of these, please contact our Communications Office for a copy.

- ▶ Changes to ABWOR regulations from 16 February 1999 – letter issued on 15 February.
- ▶ Changes to eligibility limits from 12 April 1999 – letter, pro-forma calculation sheet and key card issued 25 March.
- ▶ Special issue of *The Recorder* about the introduction of fixed payments - dated March 1999
- ▶ Complimentary copy of resource CD, containing digital legal aid application forms, sent to every firm - letter dated 21 April. ●

PUBLICATION OF THE RECORDER

We aim to publish *The Recorder* at least three times a year – in January, May and September. If there is important news in between these dates, such as the introduction of fixed payments, we will produce a special issue of *The Recorder* as required.

If any solicitor in your firm does not receive *The Recorder*, please ask them to contact our Communications Office, quoting the firm's code and practitioner code, to be included on the mailing list.

You can find back copies of *The Recorder* from January 1998 on our web site at www.slab.org.uk or in our new web resource – SLABPro – at www.slabpro.org.uk ●

CHECK YOUR DETAILS

To ensure that correspondence, *The Recorder* and other important information from the Board reaches you, please make sure that you tell us immediately if you move address or firm. You should notify our Finance department in writing of any change in address or practitioner details. ●



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