



THE SCOTTISH LEGAL AID BOARD

Children's Duty Scheme Plans

Application by firm of solicitors for registration on the Children's Hearings Duty Scheme.

FIRM

This form is for use by a firm of solicitors

YOU SHOULD RETURN THIS FORM TO THE SCOTTISH LEGAL AID BOARD

This application form must be completed by the Compliance Manager for each firm wishing to apply for inclusion on the Children's cover scheme plan. One form must be completed per branch. Cover plans are generated by local authority area. If you need more forms, we can accept photocopies or you can download it from our website. You can also contact Alison Brand at brandal@slab.org.uk or on 0131 240 1958. Forms should be returned by post to the Children's Registration Unit, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE. Scanned forms can also be sent to Childrensregister@slab.org.uk.

Please ensure that this form is fully and accurately completed. All questions are mandatory. Failure to complete this form fully will result in your application being returned which may result in your firm not being included in the duty scheme. The form must be accompanied by a copy of each named solicitor's practising certificate with no restriction in relation to legal aid.

Compliance Manager name	
Firm name	
Firm address	
Firm code	
Branch code	
Business telephone	
Business email	

Please provide details for each solicitor who will carry out Children's Legal Assistance on behalf of the firm:

Solicitor Name	Practitioner Code	Mobile number and email address	PVG membership approved, with SLAB as a registered body?	Copy of practising certificate attached?

Please complete [additional sheets](#) if you would like to name more than six solicitors.

Are there any dates where no cover can be offered by the firm as a whole, including Easter, Christmas, local and public holidays?	Date from (inclusive)	Date to (inclusive)

If you don't complete this section, we will assume that your firm will be available throughout the term of the plan, including Easter, Christmas, local and public holidays.

Please list the Hearing Centre Area(s)/Plan(s) for which you would like to be considered, please note that this will tie you to any outreach centre attached to the Hearing Centre(s):

Geographic Area	Plan		Geographic Area	Plan	
Glasgow and Strathkelvin	Glasgow		South Strathclyde, Dumfries and Galloway	Ayr	
Grampian, Highlands and Islands	Aberdeen			Bellshill	
	Elgin			Cumbernauld	
	Inverness			Dumfries	
	Kirkwall			East Kilbride	
	Lerwick			Hamilton	
	Stornoway			Irvine	
	Thurso			Kilmarnock	
Lothian and Borders	Dalkeith			Stranraer	
	Edinburgh			Tayside, Central and Fife	Alloa
	Selkirk		Arbroath		
	Tranent		Dundee		
North Strathclyde	Dumbarton		Falkirk		
	Greenock		Glenrothes		
	Lochgilphead		Livingston		
	Paisley		Perth		
			Stirling		

We will place branches nominated for the duty scheme to the nearest hearing centre area, wherever possible. Please see the [Children's Duty Scheme Eligibility Criteria](#) for the allocation rules.

Before sending us this form:

- Please ensure all signatures are complete and the application dated
- Please ensure ALL questions are fully completed
- Remember to attach a copy of all relevant current practising certificates.

Scanned applications should be sent to Childrensregister@slab.org.uk.

DECLARATION TO BE SIGNED BY THE COMPLIANCE MANAGER

- I confirm that all the details contained in this application are correct
- I confirm that if the firm is selected for service on the duty scheme it shall carry out such work as is needed over the assigned period, unless the firm withdraws from the duty plan for which it is selected
- If called upon to attend a hearing, a named solicitor on this form will attend unless other commitments preclude them from doing so
- If the firm cannot carry out work for the period of cover, I will notify the Scottish Legal

Aid Board immediately

- I undertake to inform SLAB immediately if the firm withdraws from the cover scheme plan
- I confirm that I have read the Children's Duty Scheme Eligibility Criteria
- I confirm that the firm has the professional indemnity insurance as required by the Law Society of Scotland
- I undertake to inform SLAB if any solicitor named above is not PVG registered and does not have SLAB as a registered body
- I confirm that any solicitor named on this form is PVG registered with SLAB as a registered body and is not a 2nd year trainee.
- I confirm that:
 - (a) in the event I proceed to establish a solicitor client relationship with the person referred, I will put in place sufficient measures so as to comply fully with prevailing data protection legislation as data controllers of all personal data relating to the client, no matter how obtained; *or*
 - (b) in the event I do not proceed to the point of accepting instructions that I will, as soon as I am aware that I will not be instructed or that it can be reasonably concluded from a lack of response from the person referred (which will be deemed to be established by the passage of 28 days from the date of referral with no further communication), either:
 1. delete all personal data transmitted by SLAB in relation to the person referred and confirm to us in writing that you have done so; *or*
 2. retain such personal data only on the basis that you have satisfied yourself that you have a lawful basis for doing so and do so in accordance with data protection law; *and*
 3. upon receipt of any data from us and until such time as it is established whether (a) or (b) applies you will take all appropriate measures to keep the data secure and confidential.

Important information about your personal data

The Scottish Legal Aid Board (SLAB) is a data controller. The information you provide in this form will be used to process your application to become a duty solicitor in accordance with the Legal Aid (Scotland) Act 1986 and any regulations made there under. Your personal data will be processed in accordance with the principals of the UK General Data Protection Regulation. In the process of dealing with your application, we may share your data with third parties, such as SCRA, court services, members of the public and the Law Society of Scotland. We may share the contact details that you provide in this form with SCRA and other duty solicitors who are members of the same local plan(s) as you, to facilitate the swapping of allocated rota slots. However we will not pass on information about you unless the law allows us to do so. We will retain the personal information provided in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner. Under the UK General Data Protection Regulation you have the right (subject to certain exemptions) to request access to the personal data we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or moved and you will be able to object to processing if you believe it may be unlawful. Where SLAB is responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request your personal data, write to SLAB's Data Protection Officer at DPO@slab.org.uk. If you are unhappy with the response you get from us, you can ask us to look again at your request; you can write to our Data Protection Officer at SAR@slab.org.uk or using our postal address. For further information on how we use your personal data and your rights as an individual, please refer to our Privacy Notice our website [here](#).

Signature:

Date: