



THE SCOTTISH LEGAL AID BOARD

Children’s Duty Scheme Plans 2019-20

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. More forms are available from our website if you require them.

You can use your Law Society smartcard to sign this form and return it by email 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 number Business Email

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

Table with 5 columns: Solicitor Name, Practitioner Code, Mobile Number & 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?	Dates ( from - 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

**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 2<sup>nd</sup> year trainee.
- (a) that in the event you proceed to establish a solicitor client relationship with the person referred, you will put in place sufficient measures so as to comply fully with prevailing data protection legislation as data controllers of all personal data you hold relating to the client, no matter how obtained; or

(b) that in the event you do not proceed to the point of accepting instructions that you will, as soon as you are aware that you 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:

delete all personal data transmitted to you by SLAB in relation to the person referred and confirm to us in writing that you have done so; or

retain such personal data as you then do 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

2. upon your 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 General Data Protection Regulation 2016.

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 General Data Protection Regulation 2016, 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 have your data 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 our personal data you should write to SLAB’s Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

Signature

Date