

Legal Services Commission

Pre Qualification Questionnaire (PQQ) - Questions relating to Key Personnel

Preamble

The PQQ asks numerous questions regarding Key Personnel at the Law Centre. Key Personnel are identified as Management Committee/Board Members and Principal Solicitor and/or Law Centre CEO/Manager. The questions are in essence a 'check' that the people in control of an organisation applying for a contract with the Legal Services Commission are a fit and proper people. It is advisable to gather this information now and keep to hand for when you need to complete the Tender.

Please read through and ask your Key Personnel to confirm whether or not any of the following applies to them, or to an organisation for which they are, or were Directors/Partners/Trustees or have or have had powers of representation, decision, or control.

This questionnaire will be Confidential to the Law Centre and there will be no identification of individuals on the Tender application.

Note: Some questions only apply to the last three years.

Name of Person completing this Form:		
Question	Yes	No
Have you ever been convicted of an offence of? <ul style="list-style-type: none">• Fraud• Bribery• Corruption• Conspiracy related to participation in a defined criminal organisation• Money Laundering• Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state		
Have you ever been convicted of any criminal offence other than those deemed spent under the Rehabilitation of Offenders Act 1974, or any equivalent legislation? Have you ever been the subject of: <ul style="list-style-type: none">• findings of unlawful discrimination by an Employment Tribunal, the Employment Appeal Tribunal or any other court or in comparable proceedings in any other jurisdiction, in the three-year period preceding the date of this PQQ?• formal investigations by the Equalities and Human Rights Commission (formerly Commission for Racial Equality, Disability Rights Commission and the		

<p>Equal Opportunities Commission) or any comparative body in any other jurisdiction, in the three-year period preceding the date of this PQQ?</p> <ul style="list-style-type: none"> • adverse findings, disciplinary sanctions, or other controls or restrictions on their authority to practice relating to act(s) of grave misconduct or breach of professional duties in the course of their business or profession imposed by the Legal Complaints Service (LCS), SRA, Solicitors' Disciplinary Tribunal, Bar Council, Bar Standards Board (BSB), Adjudication Panel, Disciplinary Tribunal or any equivalent Regulatory Body or complaints body (including, but not limited to, restrictions on solicitors' practising certificates and SRA regulatory agreements) at any time • The subject of any intervention or investigation by the Solicitor's Regulatory Authority (SRA) or any equivalent process by another Regulatory Body in the three years preceding the date of this PQQ? 		
<p>Have you ever received:</p> <ul style="list-style-type: none"> • a notice to terminate any contract due to fault (i.e. breach of contract) in the three years preceding the date of this PQQ, in relation to any contract with a public sector organisation (including the LSC) • a notice to terminate due to fault in the three years preceding the date of this PQQ that includes terms preventing them from applying for any other contract with a public sector organisation (including the LSC) <p>Are you or have you ever been in a state of bankruptcy, compulsory winding up, administration, composition with creditors, Individual Voluntary Agreements (IVA), Partnership Voluntary Agreements (PVA) or subject to similar proceedings under the law of any other state?</p>		
<p>Have you ever upon written request:</p> <ul style="list-style-type: none"> • failed to repay any overpayments, payments on account or other sums owed to a public sector body for which it provides services (including the LSC) by any applicable deadline • failed to adhere to a repayment agreement 		
<p>Do you confirm, in each of the last three years preceding this PQQ (or, if the applicant organisation has been trading for less than three years, in each full trading year to date) that the applicant organisation, its Key Personnel (and any organisation for whom any of the applicant's Key Personnel are or were directors/partners/trustees or have or had powers of representation, decision, or control) have discharged all its/their liabilities in regard to the following within six months of them falling due:</p>		

<ul style="list-style-type: none"> • VAT • National Insurance class 2 and 4 • Income Tax and Corporation Tax 		
<p>Do you confirm that there have been NO client and non-client complaints about the applicant organisation or any of its Key Personnel (irrespective of what organisation they were working for) that have been referred to and upheld and sanctions applied by an external Regulatory Body / complaints body in the three-year period preceding the date of this PQQ?</p> <p>You are only required to give details of complaints made in relation to any Category of Law for which public funding is available (Housing, Welfare, debt, Immigration/Asylum etc) irrespective of how the work was funded.</p>		
<p>Do you confirm that there have been NO claims of professional negligence made against the applicant organisation or in relation to the work of any of the Key Personnel (irrespective of what organisation they were working for) in the three-year period preceding the date of this PQQ which resulted either in a judgment against the applicant organisation or its Key Personnel or were settled out of court (or the organisation for which they were working)?</p> <p>You are only required to give details of claims made in relation to any Category of Law for which public funding is available, irrespective of how the work was funded.</p>		

Equalities Monitoring Questionnaire

The Tender Documentation has an attachment that needs to be completed the Not for Profit Application Form. This form requires Law Centres to include the equalities breakdown of Key Personnel.

Key Personnel are your Management Committee/Board of Trustees and senior staff such as Senior Solicitor or Chief Executive or Manager. It is worth having this information to hand when completing the Tender. Below is the information you will need to gather.

Key Personnel

How many Key Personnel does the Applicant Organisation have

Of these how many are:

White		Mixed		Asian/Asian British		Black/Black British		Chinese or Other	
British		White/Black Caribbean		Indian		Caribbean		Chinese	
Irish		White/Black African		Pakistani		African		Other (Please Specify)	
Other (Please Specify)		White/Asian		Bangladeshi		Other (Please Specify)			
		Other (Please Specify)		Other (Please Specify)					

Of the Applicant Organisation's Key personnel how many are: Male Female

Of the Applicant Organisation's Key Personnel how many are aged between: 18-24

25-34 35-49 50-59 60-64 65-69 70+

Of the Applicant Organisation's Key Personnel how many have a long term illness, health problem or disability affecting their daily activity or the work that they can do

Legal Professionals

How many Solicitors, Barristers or Legal Executives does the Applicant Organisation have:

Of these how many are:

White		Mixed		Asian/Asian British		Black/Black British		Chinese or Other	
British		White/Black Caribbean		Indian		Caribbean		Chinese	
Irish		White/Black African		Pakistani		African		Other (Please Specify)	
Other (Please Specify)		White/Asian		Bangladeshi		Other (Please Specify)			
		Other (Please Specify)		Other (Please Specify)					

Of the Applicant Organisation's Qualified Staff how many are: Male female

Of the Applicant Organisation's Qualified Staff how many are aged between:

18-24 25-34 35-49 50-59 60-64 65-69
 70+

Of the Applicant Organisation's Qualified Staff how many have a long term illness, health problem or disability affecting their daily activity or the work that they can do:

Non Legal Professional

How many Staff who are not Solicitors, Barristers or qualified Legal Executives does the Applicant Organisation have

Of these how many are:

White		Mixed		Asian/Asian British		Black/Black British		Chinese or Other	
British	<input type="text"/>	White/Black Caribbean	<input type="text"/>	Indian	<input type="text"/>	Caribbean	<input type="text"/>	Chinese	<input type="text"/>
Irish	<input type="text"/>	White/Black African	<input type="text"/>	Pakistani	<input type="text"/>	African	<input type="text"/>	Other (Please Specify)	<input type="text"/>
Other (Please Specify)	<input type="text"/>	White/Asian	<input type="text"/>	Bangladeshi	<input type="text"/>	Other (Please Specify)	<input type="text"/>		<input type="text"/>
		Other (Please Specify)	<input type="text"/>	Other (Please Specify)	<input type="text"/>				

Of the Applicant Organisation's Non Legally Qualified Staff how many are:

Male Female

Of the Applicant Organisation's Non Legally Qualified staff how many are aged between:

18-24 25-34 35-49 50-59 60-64 65-69

70+

Of the Applicant Organisation's Non Legally Qualified staff how many have a long term illness, health problem or disability affecting their daily activity or the work that they can do: