

## **SUBJECT SPECIFIC CONTRACT TRAINING - MAKING HOUSING WORK**

SRA CPD Intermediate/Advanced level (3 CPD hours)

**Please note: although this course is aimed at NfP organisations providing Legal Help in the Housing category, the content would also be applicable to private practice solicitors performing casework in the same category and at the same level of service**

### **Introduction and purpose:**

- This intensive new course is aimed at anyone who performs or has an interest in casework in the Housing category, at the Legal Help and Help at Court level of service
- By looking at ways of dealing with typical case types within the category, this course will drill down into the do's and don'ts of doing Housing Legal Help
- It will cover key Unified Contract rules on New Matter Starts (NMS) and examine how Housing contractors can comply effectively so as to maximise performance whilst minimising the risk of problems at assessment audit and peer review
- It will expose typical problems areas in Contracting in Housing, suggesting both solutions and ways of avoiding similar problems in the future
- **ADVANCE WARNING:** participants should have a working knowledge of Housing and a reasonable grasp of the implications of the fixed-fee regime, particularly in relation to average case costs. Note: some participants may find discussions on how you should deal with particular case-types challenging - be prepared to contribute and come with an open mind
- The course is 3-hours long (1.30 - 4.30pm) and will be crammed with information good ideas and handouts and will include a short (working) tea-break

### **Areas considered on the course include:**

- The Housing Category of Law Specific Provisions: application of the rules when dealing with homelessness matters, the boundary between homelessness and allocations and how subject knowledge can maximise performance;
- Housing Category of Law Specific Provisions: application of the rules for other housing issues;
- Unified Contract Specification General Provisions on NMS and how they relate specifically to the Housing category e.g. dealing with multiple issues at the initial interview and ensuring cases are closed at the appropriate time to avoid the returning client rules;
- Some relevant supplementary rules useful when working in the housing category on eligibility and profit costs;
- Lots of suggestions and ideas, including discussion on ways of managing different types of cases and client throughput;
- Sources of further guidance and support.

### **Learning outcomes:**

Participants will leave with an improved working knowledge of the Unified Contract (Civil) requirements as related to New Matter Starts in the Housing category and with ideas on how to maximise performance whilst improving their compliance generally. Participants will have the knowledge to be able to apply the rules effectively and efficiently to their casework practice on a day-to-day basis and avoid the common pitfalls. The course will also assist participants in identifying their further training, development and/or support needs.