



Legal Aid
Agency

2017 Crime Tender Verification

Guidance Note

Supervisor Declaration Form

The guidance on completing the supervisor declaration form can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/539556/guidance-on-crime-supervisor-requirements-2016.pdf

The guidance form says:

“The Supervisor form must be verified by a named person who has powers of representation, decision or control within the organisation – in the language of recent tenders, one of its “Key Personnel.” They must confirm that the individual is a continuing employee of the organisation as at the date entered on the form. Failure to complete this section will invalidate the form.”

If a supervisor declaration form has not been submitted, please include the status of the person completing the form within the organisation.

If a supervisor declaration form has been marked as non-compliant for a reason relating to the person who has signed the declaration, the Legal Aid Agency will accept it as compliant where:

- The individual confirms through the eTendering message board their status within the organisation
- The individual confirms through the eTendering message board that they are either a sole practitioner or sole director
- A member of the organisations Key Personnel endorses the original form to confirm the declaration if the person who has completed the original declaration is not a key person and submits the amended form

In all instances, unless additional changes are required, we will accept the date of the form as the date that it was originally signed.

Quality Standard

Organisations need to comply with the quality standard requirements are set out paragraphs 2.11 to 2.17 of the Information for Applicants document. In effect this means that they must either provide evidence of completing a desk top audit by 28 February 2017 if they do not hold a current quality standard or where they have a current standard, they must provide evidence that that standard is valid to at least 1 April 2017.

Indemnity Form

The ‘Dated as Deed’ entry only becomes effective when the LAA signs the form. During verification the LAA will only request the date to be removed where there are other issues to be corrected

requiring a new form to be submitted. If the form is otherwise compliant, the LAA will not reject it and will simply endorse the date when the form has been signed.