

The Key to Best Practice

JRS Consultants –  
a Unique Resource  
for the Legal Aid  
Practitioner



[www.we-are-jrs.co.uk](http://www.we-are-jrs.co.uk)

## The Team

### Simon Pottinger

**Mobile: 07970 494805**

Was Account/Liaison Manager with the then Legal Aid Board at Leeds before founding JRS Consultants in 1996.



Simon leads the Appeals Team and is main speaker on our nationwide CPD accredited training courses.

### Andy Bean

**Mobile: 07970 290036**

Joined JRS in 1998 and is now a partner in the business. Andy was one of the first Accredited Police Station Representatives in the UK and leads our Fieldwork operations.



### Steve Barnes

**Mobile: 07973 448032**

Previously Lead Assessor at LSC Cambridge and Leeds Contracting teams before joining JRS in 2003.





## On & Off Site Services

JRS began by helping over 100 firms achieve Legal Aid Franchise status. We now assist practitioners maintain and develop these increasingly demanding contracts.

This comprehensive fieldwork service involves:

- Contract Management Review Criteria (CMRC) & Quality Profile Report (QPR) data analysis reporting
- SQM Compliance Audit
- Contract Compliance file assessment
- Civil and CDS Contract monitoring, management & review
- Business Planning, SQM Office Procedure Manuals, Staff Plans
- New Franchise, PACE/Duty Solicitor Accreditation applications
- Law Society Panel
- SQM Contract Updates
- FREE Telephone Advice Lines

## Back Up & Support Team

Our administration and support team have many years of auditing and Cost Drafting experience between them.



Contact Andy Bean on:  
07970 290036



# Appeals

## CCA Cost Appeals

In recent years we have submitted over 150 Contract Compliance Appeals with a success rate in excess of 80%. We provide:

- Written representations and files submitted to the LSC on your behalf
- Personal representation at Cost Committee Hearing
- Assistance with Internal Reviews and the appeal of other contract sanctions

**Contact Simon Pottinger on:  
07970 494805**





# Criminal Defence Service & Crown Court

## Cost Drafting Services

Effective billing is essential protection from Contract Compliance and Audit problems. Our cost drafting clients have consistently achieved Cat 1 assessment.

Our dedicated team has over 15 years experience in Specialist Crime work:

- CDS6, CDS7 and CDS11 Bills and Forms preparation
- Crown Court
- Statistical monitoring against CMRC
- Speedy turnover of files
- Competitive rates
- Staff holiday/sickness/temporary cover
- FREE telephone advice from Cost Drafting experts

**Contact Sarah Cattermole on:**

**01422 331055**

**Mobile: 07811-161028**





## CPD Accredited Training

### Nationwide & In-house

Our Law Society and ILEX CPD accredited courses have become a must for CDS and CLS suppliers. In addition to regular contract and SQM updates, we have a range of relevant courses designed to keep the busy practitioner abreast of the fast and ever changing world of publicly funded legal service. Current topics include:

- What every Good Supervisor should know
- What every Good Fee-Earner should know
- Becoming an LSC Preferred Supplier
- Preparing for Competitive Tendering
- CDS Masterclass (or, Billing for Dummies)
- JRS Guide to Risk Management – Avoiding the Contract Compliance Nightmare

We increasingly provide tailor made courses to meet firm's individual training needs. These can be delivered in-house and offer a cost effective method of training numbers of delegates.



For a full course listing and rates –

Contact Sandra Ozturk on:

01642 225553

Mobile: 07973 105744



## Retainer & Payment Options

The bulk of our clients retain the firm on an annual basis to provide a bespoke mix of assistance, support and training designed to maintain and enhance SQM and contract performance.

The amount of assistance our clients require varies from those who instruct us on a one-off basis, to those who we work with on a monthly basis. To formalise this we have established the following three general levels of service:

- Basic – (quarterly visits)
- Standard – (bi-monthly visits)
- Comprehensive – (monthly visits)

For a discussion of these, the other areas of support we offer and the cost implications, please call the Free Advice Line numbers below.

**JRS CONSULTANTS ADMIN CENTRE, Queensway House  
Queensway, Middlesbrough, TS3 8TF  
Tel: 01642 225553/4 Fax: 01642 225554**

**JRS COST DRAFTING CENTRE,  
31 Harrison Road, Halifax, HX1 2AF  
Tel & Fax: 01422 331055  
DX: 720330 Halifax**

