FREE LEGAL SERVICES UNIT

# The Faculty of Advocates, Free Legal Services Unit

## Accredited Agency Application Form

The Free Legal Services Unit (FLSU) of the Faculty of Advocates was established by the Scottish Bar to promote access to justice by providing free legal advice and representation to individuals and community groups who cannot afford legal assistance and who cannot obtain support from any other source. The Unit operates through a panel of volunteer advocates who offer written or verbal advice, court or tribunal representation, ensuring that all pro bono work is delivered to the same professional standard as funded legal services.

Applications for assistance can only be made through accredited advice agencies, and all referrals are considered by the Unit's Review Panel, which determines whether a case is suitable for pro bono support based on merit, need, and the appropriateness of advocate involvement.

Accredited agencies play a key role in this process by identifying clients who meet the criteria for support and by ensuring that referrals are complete, accurate, and compliant with the Unit's guidance. All applications to the Free Legal Services Unit to become an accredited agency should be made on this form.

Key Principles:

- Pro bono work supplements, never substitutes, publicly funded legal services
- All pro bono work must be free to applicants with no payment to advocates
- Services are provided voluntarily by advocates in private practice
- Accredited agencies act as intermediaries, maintaining the client relationship throughout

Our contact details are as follows:

The Faculty of Advocates Free Legal Services Unit: flsu@advocates.org.uk

Applications will be retained for no longer than a period of 10 years following the conclusion of each accepted agency. Applications which are not accepted by the Unit will not be retained following that decision.

### A. AGENCY INFORMATION

| | | | |
|---|---|---|---|
| Legal Name of Organisation: | | Charity / Non-profit registration number: | |
| Current Address: | | | |
| Postcode: | | | |
| Email Address: | | Phone Number: | |
| Website: | | | |
| What best describes the agency? | Registered Charity ◯<br>Non-Profit Organisation ◯<br>University/Law Clinic ◯<br>Other ◯ | | |
| If you selected 'Other' for the above, please provide further details of the agency: | | | |

## B. BRIEF OVERVIEW OF AGENCY

| | | |
|---|---|---|
| Areas of Law Covered: | Administrative ◯<br>Property ◯<br>Family/Child ◯<br>Employment ◯<br>Immigration ◯<br>Consumer ◯<br>Criminal ◯<br>Civil ◯<br>Welfare Rights ◯<br>Other ◯ | If you selected 'Other', please provide further detail: |
| Please provide a brief overview of what the agency does in terms or providing advice and its service delivery: | | |
| | | |

## C. QUALITY ASSURANCE

| The FLSU can only assist on cases where the applicant being referred is no eligible for legal aid but cannot necessarily afford legal assistance. | |
|---|---|
| Please confirm if your staff have completed training on Legal Aid eligibility and case evaluations? | Yes ◯ No ◯ |
| Please confirm if your agency has the capacity to have regular supervision on a referred case and is able to be the main contact for the Unit should they require any further information? | Yes ◯ No ◯ |
| Please confirm if your agency has a complaints process in place should any applicant feel the need to raise one? | Yes ◯ No ◯ |

## D. FINANCIAL INFORMATION

| | |
|---|---|
| Does your agency take any payments for the applicant they are referring to the Free Legal Services Unit? | Yes ◯ No ◯ |

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| | | | |
|---|---|---|---|
| Main Funding Sources: | Grants ◯<br>Donations ◯<br>University Funding ◯<br>Government Funding ◯<br>Other ◯ | If you selected 'Other', please provide further details: | |

## E. FURTHER DOCUMENTATION

| Please attach the following as applicable: | | |
|---|---|---|
| **Document** | **Attached** | **Not Applicable** |
| Constitution / Governing Documents | ◯ | ◯ |
| Insurance Certificate | ◯ | ◯ |
| Data Protection Policy | ◯ | ◯ |
| Complaint Policy | ◯ | ◯ |
| Safeguarding Policy | ◯ | ◯ |
| Case Management Policy | ◯ | ◯ |
| Volunteer Manual | ◯ | ◯ |
| Annual Report (if available) | ◯ | ◯ |
| Organisational Structure Chart | ◯ | ◯ |

## F. DECLARATION & DATA PROTECTION NOTICE

### DATA PROTECTION NOTICE

The Faculty of Advocates Free Legal Services Unit will process this information for the purposes of administering your application to become and accredited agency. Processing may include disclosure of your information to third parties such as other advice agencies, voluntary organisations, the Court, legal expenses insurers, trades unions and legal advisers. The FLSU considers itself to be a Data Processor for these purposes, on behalf of any Advocate taking on cases you may refer. On accepting a case, the Advocate will become the Data Controller. By making this application and signing below you confirm that you consent to such processing. The information of your agency will not be sold to any third party nor used for the purpose of direct marketing. Case files/documents will be retained for no longer than a period of 10 years following the conclusion of each accepted case (subject to review) and no longer than 6 months should a volunteer not be found. Cases which are not accepted by the Unit will not be retained following that decision. By signing below, you certify that the information in this application to the best of your knowledge is true, complete and accurate.

I declare that the information provided is true and complete to the best of my knowledge. I understand that this information will be used to decide if the agency will qualify as an accredited agency for the Free Legal Services Unit.

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## Signatures

| Signature: | Position: |
|---|---|
| | |
| On Behalf of (organisation): | Date: |
| | |

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