



TERMS AND CONDITIONS OF BUSINESS

1. Appointment Times

No appointment shall be given until an official letter of instruction has been received.

2. Estimates of costs

Formulate Psychology aim to work in accordance with LAA guidance round hours and rates. At time of writing these were:

- Assessments of a single individual – 25 hours
- Assessments of two people – 35 hours
- Assessments of three or more people – 45 hours

We will endeavour to honour these limits wherever possible, although on occasion the volume of reading or the complexity of the instruction and / or assessment process may make it impractical to do so. In these instances, we will inform the instructing solicitor on receipt of the LOI and provide a full breakdown of costs for the work to be undertaken. Where amendments to the estimate prove necessary these will be provided in writing before further work is undertaken.

3. Cancellation Charges

Appointments cancelled less than 24 hours before the date of the appointment will be charged at the full rate. For example, if a two-hour appointment is not attended or is cancelled inside of the 24-hour period, we will charge two hours work at the appropriate LAA rate. Cancellation fees are not factored into initial quotes and costs could exceed the LAA suggested limits where there are cancellations or failed attendances.

4. Payment

Payment of the invoice should be made 56 days after receipt of the invoice. Invoices not paid within this period may be subject to interest charges as detailed by the late payment of commercial debts (interest) act 1998. Such interest charges will be calculated and charged on a monthly basis upon the expiration of 56 days.

5. Joint Instructions

Where joint instructions are received, the lead solicitor will be sent a copy of the report. S/he will be responsible for distributing the report to the other parties and the court. The final costs of the case will be divided between the parties as set out in the letter of instruction. An invoice shall be sent to each of the parties who will be individually responsible for payment of their part. Each individual party will be subject to the foregoing provisions.

6. Files and Bundles

Formulate Psychology operate a paperless office and would prefer all bundles and documents to be submitted electronically where possible. These are stored and managed in line with current GDPR guidance. We are a registered data controller, but please note that we would expect any Subject Access Requests relating to the content of Court bundles and related documentation to be handled by the instructing solicitor.

All documents and Bundles will be destroyed using a confidential shredding service 12 months after closure of a case, unless otherwise requested by the referring body. Further information about data protection, security and handling can be found in the documents area of our website <https://formulate.org.uk/policies-terms-and-conditions>.

SCHEDULE OF FEES

1. All work is charged at the relevant LAA hourly rate. For assessments involving direct work with children, ALL hours are charged at the Child Psychologist rate (currently £100.80 per hour) including work with the adults in the case. Where only adults are assessed, the relevant LAA rate is £93.60 per hour. Travel is charged at £40 per hour, mileage at 0.45p per mile. Invoices are subject to VAT at 20% on all chargeable items
2. Perusal of relevant papers and materials, interviews, observation sessions, professional consultations and meetings, preparation of reports and all work undertaken are charged at the hourly rate of either £93.60 per hour (for general psychologists) and £100.80 per hour (for child psychologists). Please note that these rates are in full accordance with LAA guidance (2019).
3. Attendance at court and associated preparation time is charged at £93.60 per hour plus VAT and travel.