SUPP (CAPA 2)

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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Claims Against Public Authorities** – **Abuse in Care (August 2017)** only * Please refer to **Guidance on Civil Supervisor Requirements (March 2021)** for advice on how to complete this form. |

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| 1. Details of organisation/Supervisor applying |
| Organisation’s name:  Supervisor’s name:  Continuously qualified as a Supervisor since (date):  Account number(s) of office(s) supervised:  Postcode(s) of office(s) supervised (if no Account number): |

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| 2. Generic Supervisor Requirements |
| The Supervisor meets the supervisory standards by having:  (i) Supervised in the Claims Against Public Authorities Category of Law and/or relevant Class of Work at least one full-time Caseworker (or equivalent) for at least one year in the five year period prior to completing this form. ; or  (ii) Completed an approved training course covering key supervisory skills no earlier than 12 months prior to the completion of this form. ; or  (iii) Completed the Level 3 or higher National Vocational Qualification (NVQ) standard (or any replacement from time to time) in supervising in the previous five year period. |

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| 3. Legal Competence Standard for Supervisors | | | | |
| i) | Areas of Knowledge – covered in the previous 12 months | **File name/ref** | **Area of knowledge** | **Date closed/ worked on** |
| a) | **Abuse in care cases** – a total of 5 files from at least two of the areas 1-3 below:   1. Claim for damages against a local authority by persons alleging child abuse while in its care; 2. Claim for damages against a local authority by persons alleging failure to take into care; 3. Claim for damages against any authority by persons alleging abuse of a vulnerable adult. | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. |

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| ii) | Skills/Procedure/Knowledge – examples from the last 12 months | **File Name/Ref** | **Case management conference? (Y/N)** | | **Date closed/ worked on** |
| a) | 3 examples of progressing case (sending letter of claim, considering response and advising the client) of which one **must** progress further to a case management conference. | 1.  2.  3. | 1.  2.  3. | | 1.  2.  3. |
| b) | Additional remedies – 2 examples of advising a client about additional remedies which may include:   1. Alternative dispute resolution 2. Apology 3. Data Protection application 4. ECHR | 1.  2. | 1.  2. | | 1.  2. |
| c) | 2 examples from at least two of the areas 1 – 3 below:   1. Ability to recognise potential public interest implications of proceedings, in producing real benefits for individuals other than the client 2. Where the Human Rights Act/ECHR has been considered and the client advised as to the impact on their case 3. The ability to recognise the possibility of judicial review proceedings, (inc. the purpose and the client’s role (and, for N*f*P agencies, if the decision is to progress the case, the need for referral to a solicitor). | 1.  2. | 1.  2. | | 1.  2. |
| d) | 2 examples within the last 3 years of matters being settled in the claimant’s favour after issue, or of case being decided at trial. | 1.  2. | | 1.  2. | |
| e) | 2 examples of advising the client on making or accepting offers (including Part 36 pre or post-issue examples). | 1.  2. | | 1.  2. | |

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| 4. | Claims Against Public Authorities Case Involvement  Supervisors that work full time must demonstrate case involvement in the category of law (350 hours each year) over the past 3 years (36 months). Please give details in the first three columns below.  Supervisors that work part-time you must demonstrate case involvement in the category of law (1050 hours in total) over the past 5 years (60 months). Please give details in all five columns below. | | | | | | |
| Type of involvement | | Minimum/Maximum hours allowed per year (Part time Supervisors should refer to guidance) | Hours in past 12 months | Hours in months 13 to 24 | Hours in months 25 to 36 | Hours in months 37 to 48 | Hours in months 49 to 60 |
| All Supervisors | | | Part-time Supervisors only | |
| a)  Personal casework  Direct (documented) supervision | | Total minimum 235 hours comprising: |  |  |  |  |  |
| i) Personal casework (minimum 115 hours). |  |  |  |  |  |
| ii) Direct supervision |  |  |  |  |  |
| b)  File Review (including face-to-face) | | Maximum 60 hours (i.e. approx. 50% of 115 hours) |  |  |  |  |  |
| c)  External training delivery (meeting any professional development requirements of your Relevant Professional Body) | | Maximum 115 hours |  |  |  |  |  |
| d)  Documented research and the production of publications | | Maximum 115 hours |  |  |  |  |  |
| e)  Other supervision | | Maximum 115 hours |  |  |  |  |  |
| **TOTAL** | | **Minimum 350 hours** |  |  |  |  |  |

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| 5. Declaration |
| **This Supervisor is either a sole principal, an employee, a director, a partner in or a member of the organisation named at 1 above as at the date of completion of this form.**  Tick box to confirm  **I confirm that I am either the Compliance Officer for Legal Practice, the Head of Legal Practice, the Compliance Manager or (where the organisation is not regulated) a member of key personnel who either (i) has decision and / or veto rights over decisions relating to the running of the organisation, or (ii) has the right to exercise, or actually exercises, significant influence or control over the organisation, and I confirm that the information provided in this form is accurate.**  Name:  Role:  Dated: |