SUPP(PUB)

|  |  |
| --- | --- |
|  | SUPERVISOR STANDARD andDECLARATION FORM* Use for **Public Law** only
* Please refer to [guidance](https://www.gov.uk/government/publications/standard-civil-contract-2015) on completing Supervisor Declaration Forms for advice on how to complete this form.
 |

|  |
| --- |
| 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):       |

|  |
| --- |
| 2. Generic Supervisor Requirements |
| The Supervisor meets the supervisory standards by having:(i) Supervised in the relevant Category of Law and/or 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 in supervising no earlier than five years prior to the completion of this form. [ ]  |

|  |
| --- |
| 3. Legal Competence Standard for Supervisors |
| i) | Areas of Knowledge | File name/ref | **Date closed/ worked on** |
| a) | **Demonstrate a breadth of experience across the subject category.**Within the last 3 years, 3 cases that have involved the application of the principles of public law across at least 3 subject areas, e.g. either different categories of law or distinct areas within a category of law.  | 1.      2.      3.       | 1.      2.      3.       |

|  |  |  |  |
| --- | --- | --- | --- |
| ii) | Skills/Procedure/Knowledge – examples from the last 12 months | File name/reference | **Date closed/ worked on** |
| a) | 2 examples of substantive advice to the client on the advantages and disadvantages of remedies alternative to litigation; or of actual conduct of cases where an alternative remedy has been pursued (e.g. complaints, procedures, ombudsman). | 1.      2.       | 1.      2.       |
| b) | 1 example of Judicial Review proceedings. | 1.       | 1.       |
| c) | At least 2 additional examples of conducting or preparing proceedings (at least to the stage of making a representation on behalf of the client) from the following list:1. Judicial Review;2. Habeas Corpus;3. Statutory Appeals;4. ECHR;5. ECJ (where the case turns upon public issues);6. Non-court based remedies (e.g. complaints procedures). | 1.      2.       | 1.      2.       |
| d) | 1 example of research on a statutory or regulatory framework. | 1.       | 1.       |
| e) | 1 example of assessing, and advising the client as to the impact of the Human Rights Act. | 1.       | 1.       |
| f) | 1 example of the ability to recognise potential public interest implications of proceedings, i.e. potentially producing real benefits for individuals other than the client. | 1.       | 1.       |

|  |  |
| --- | --- |
| 4. | Public Law Case InvolvementSupervisors 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 (Refer to guidance regarding part-time Supervisors) | 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 caseworkDirect (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 (CPD- accredited) | Maximum 115 hours |       |       |       |       |       |
| d) Documented research and the production of publications | Maximum 115 hours |       |       |       |       |       |
| e) Other supervision | Maximum 115 hours |       |       |       |       |       |
| **TOTAL** | **Minimum 350 hours** |       |       |       |       |       |

|  |
| --- |
| 5. Declaration |
| **This Supervisor was and continues to be employed by the organisation named at 1 above as at the date of completion of this form.** Tick box to confirm [ ] **As a person with powers of representation, decision or control of the organisation named at 1 above, I verify the information provided in this form and vouch that it is accurate.** Name:      Role:       (e.g. Partner, Director, Trustee)Dated:       |