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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Community Care** only * Please refer to [guidance](http://www.justice.gov.uk/legal-aid/contracts-and-tenders/standard-civil-contract-2013) 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): | |

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| 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. |

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| 3. Legal Competence Standard for Supervisors | | | | |
| i) | Areas of Knowledge – cases covered in the previous 12 months | **File name/ref** | **Area of knowledge** | **Date closed/ worked on** |
| a) | **Assessment** – 3 examples of Assessment cases, including:  1. Failure to assess or review assessments;  2. Disputed assessments;  3. Implementation. | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. |
| b) | **2 examples from the following:**  1. Charging for services;  2. Health Service provision;  3. Services for asylum seekers;  4. Services for children;  5. Unsuitable/inappropriate housing;  6. Hospital discharge;  7. Capacity issues;  8. Closure/reorganisation;  9. Service Provision and eligibility criteria;  10. Carers rights and needs. | 1.  2. | 1.  2. | 1.  2. |

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| ii) | Skills/Procedure/Knowledge – examples from the last 12 months. | File name/ref | **Date closed/ worked on** |
| a) | 1 example demonstrating the ability to recognise the appropriateness of Judicial Review and to act upon it (referral may be accepted as appropriate action for non-solicitor organisations). |  |  |
| b) | 2 examples of substantive advice to the client on the appropriate remedy in their case, one of which is Judicial Review and the other is an alternative remedy (i.e. complaints or other dispute resolution, ombudsman/commissioner). | 1.  2. | 1.  2. |
| c) | 1 example of the ability to recognise a possible contravention of the rights and freedoms expressed in the European Convention on Human Rights 1950, as given effect in the Human Rights Act 1998. |  |  |

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| 4. | Community Care 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 (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 casework and  Direct (documented) supervision | | Total minimum 235 hours comprising: |  |  |  |  |  |
| i) Personal casework (minimum 115 hours). |  |  |  |  |  |
| ii) Direct supervision |  |  |  |  |  |
| b)  File Review (inc. face-to-face) | | Maximum 60 hours (i.e. approx. 50% of 115 hours) |  |  |  |  |  |
| c)  Delivery of external training (CPD- accredited) | | Maximum 115 hours |  |  |  |  |  |
| d)  Documented research / production of publications | | Maximum 115 hours |  |  |  |  |  |
| e)  Other supervision | | Maximum 115 hours |  |  |  |  |  |
| **TOTAL** | | **Minimum 350 hours** |  |  |  |  |  |

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| 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: |