

SUPP(MH-2)



Legal Aid
Agency

PEER REVIEWER PANEL APPOINTMENT SUPERVISOR STANDARD AND DECLARATION FORM

- **THIS FORM SHOULD BE USED ONLY BY APPLICANTS AS PART OF THE PEER REVIEWER PANEL APPOINTMENT PROCESS.**
- Use for **MENTAL HEALTH** only
- This form is for use by Supervisors who supervise a mixture of work under the Mental Health Act 1983 and Mental Capacity Act 2005

1. Details of organisation/supervisor applying

Organisation's name:

Supervisor's forename:

Supervisor's surname:

Continuously qualified as a Supervisor since (date):

Account number(s) (as issued by us) 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 Mental Health 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.

3. Qualifying Criteria				
		File name/ref	Date opened/ worked on	
Direct involvement in the delivery of cases where the primary issue relates to a matter under the Mental Capacity Act 2005 – 10 cases Direct involvement in the delivery of a case means: 1. personal conduct of a significant proportion of the casework; or 2. direct supervision of an individual with conduct of the case.		1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
4. Legal Competence Standard for Supervisors (sections a), b) and c) must be completed)				
i)	Panel Membership Requirement	Give date of admittance and provide documentary proof of membership		
a)	Current membership of the Law Society’s Mental Health Accreditation scheme. Or for non-Solicitor Supervisors only assessed by the Law Society as meeting the Mental Health Accreditation Scheme criteria Note: This alternative is only available to organisations in the NfP sector.	Please confirm membership by ticking box <input type="checkbox"/> Date admitted to panel: Date last reaccredited: Or Provide Confirmation of Positive Assessment <input type="checkbox"/> Date of Assessment:		
ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/ref	Area of Knowledge	Date closed/ worked on
a)	Representation on 5 MHT case files in previous 12 months: Note: Where the practitioner is unable to demonstrate that they have represented a client at 5 hearings they may, as an alternative, demonstrate the following in meeting the case load requirement:	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

	<ul style="list-style-type: none"> Representation at 3 hearings; plus 2 further cases in which either the preparation for the hearing had been completed and can be demonstrated on file or where they have had conduct of a case which falls within the scope of the Category of Law. 			
b)	Mental capacity Act 2005– 5 cases, of which at least 2 must have involved an application to the Court of Protection	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
c)	<p>Non- MHT cases - 2 legal help case files from the list below:</p> <ol style="list-style-type: none"> Hospital manager’s review meeting Care Programme Approach meeting Section 117 aftercare Medical treatment (under the MHA 1983) Section 17 leave Remittance to prison Advice to nearest relative on their role/rights Mental Capacity Act 2005 	1. 2.	1. 2.	1. 2.

<p>5. Mental Health Case Involvement</p> <p>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.</p> <p>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.</p>						
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)	Total minimum 235 hours comprising:					

Personal casework Direct (documented) supervision	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					

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 the information provided in this form is accurate.

Name:

Role:

Dated: