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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Community Care** only * Please refer to **Guidance on Civil Supervisor Requirements (September 2023)** 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 Community Care 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 2 years prior to the completion of this form. ; or |

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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 and Care Plans** – 3 examples of providing advice and assistance in relation to issues regarding assessments and care plans, including:  1. Failure to assess or review assessments;  2. Disputed assessments;  3. Disputed care plans.  \* This advice could arise from advising on adequacy of assessments or care plans within Court of Protection cases. | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. |
| b) | **3 examples from the following:**  1. Charging for services;  2. NHS and other health service provision;  3. Services for asylum seekers;  4. Services for children;  5. Unsuitable/inappropriate housing;  6. Hospital discharge;  7. Capacity and best interests issues;  8. Deprivation of liberty;  9. Closure/reorganisation;  10. Service Provision and eligibility criteria;  11. Carers rights and needs;  12. Direct payments and personal budgets;  13. Disabled Facilities Grants. | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. |

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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). This may be illustrated by the issue of proceedings or by other suitable advice regarding judicial review as a possible remedy without proceedings, for example by compliance with the pre-action protocol or other advice to the client. |  |  |
| b) | 2 examples from the following:   * Substantive advice to the client on the appropriate remedy in their case, one of which is Judicial Review and/or Court of Protection proceedings and the other is an alternative remedy (i.e. complaints or other dispute resolution, ombudsman/commissioner, mediation). * Recognising 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 | 1.  2. | 1.  2. |

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| 4. | Community Care Case Involvement[[1]](#footnote-1)  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.  NB. You are only required to fill in sections 4(b) to 4(e), where you are unable to meet the hours requirement at 4(a). | | | | | | |
| 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 (meeting any professional development requirements of your Relevant Professional Body) | | 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 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: |

1. Where you have had extended periods of absence for maternity, sickness or compassionate reasons (continuously for a period of three months or more or for a total of 90 days or more within any of the three defined 12 month periods) please complete the Case Involvement hours in the same way as part time Supervisor. [↑](#footnote-ref-1)