SUPP(HOU/DEBT)

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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **HOUSING AND DEBT** only * Please refer to **Guidance on Civil Supervisor Requirements (September 2023)** for advice on how to complete this form. |

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| 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 Housing and/or Debt Categories 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 yearsprior to the completion of this form . | | | | |
| 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) | **Possession/Repossession** – 3 case files from the list below  1. Rent Arrears;  2. Mortgage Arrears;  3. Other Possession (inc. nuisance, returning owner, etc.) | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. | |
| b) | If an example of a mortgage arrears possession case is not included in section i) a) above please outline the steps the Supervisor has taken to maintain their ability in mortgage possession cases | 1. | | | |

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|  |  | File name/ref | **Date closed/ worked on** | | |
| c) | **Homelessness** 3 case files  Homelessness (including part 7 Housing Act 1996) | 1.  2.  3. | 1.  2.  3. | | |
| d) | **Disrepair** - 1 case file | 1. | 1. | | |
| ii) | Skills/Procedure/Knowledge – examples from the last 12 months | **File name/ref** | **Area of knowledge** | | **Date closed/ worked on** |
| a) | **Representation**  3 examples of any Housing case | 1.  2.  3. | 1.  2.  3. | | 1.  2.  3. |
| b) | If an example of a housing disrepair case is not included in section ii) a) above please outline the steps the Supervisor has taken to maintain their ability in Disrepair cases that may progress to litigation | 1. | | | |
|  |  | File name/reference | | **Date closed/ worked on** | |
| c) | 1 example of the ability to recognise the possibility of judicial review proceedings, (inc. the purpose and the client’s role). | 1. | | 1. | |

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| 4. | Housing/Debt Case Involvement[[1]](#footnote-1)  Supervisors that work full time must demonstrate case involvement in the categories 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 categories 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  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, partner in or 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)