****

**Professional Practice Consultancy (PPC)**

**Template Consultancy Agreement for Family Mediation**

**Dated: 01.01.21 - 31.12.21 *(insert the duration of the contract)***

***This contract is in accordance with the***

***Family Mediation Council PPC Code of Practice***

**(The Code of Practice and Guidance can be accessed on the FMC website.)**

**Consultee: A Smith FMC 0000A/T (“You”)**

**Primary PPC: B Green FMC 0000A (“I”)**

**Secondary PPC: C Pink FMC 0000A**

1. I **(PPC name)** confirm that I am currently registered with the FMC as an approved PPC. I maintain my own annual PPC consultation and CPD requirements in accordance with the FMC PPC Code of Practice.
2. I can provide professional practice consultancy to accredited and trainee mediators from all the FMC approved Member Organisations. I can provide consultancy to mediators who are undertaking mediation under a Legal Aid Agency contract. I can provide consultancy to mediators who are Consulting with Children. **Delete as appropriate**
3. I can be contacted by phone on **(phone number)** and e-mail at **(e-mail address).** If I do not respond to an urgent issue within 24 hours (particularly where an issue of harm may have arisen) or am incapacitated please contact **(PPC name /phone /email).**
4. As an FMC registered mediator you are required to receive a minimum of four hours consultation per year, of these two hours must be individual hours of consultation. Consultation can be one to one, face to face, via video link or in a group, in accordance with the FMC PPC Code of Practice.
5. I will undertake to arrange consultancy appointments with you according to your FMC requirements plus any additional hours you may wish to arrange. If you are working towards accreditation the additional PPC requirements are attached in Appendix 1. If you are undertaking publicly funded mediation for the Legal Aid Agency, the supervision requirements are attached in Appendix 2. If you have a Secondary PPC see Appendix 3. If you are consulting with children additional requirements are attached in Appendix 4. **Amend this section as appropriate.**
6. My aim as a PPC is to be supportive, challenging, enabling and to provide timely feedback to all communications. I will maintain consultation records in accordance with the requirements of the FMC, to be forwarded in writing to you as my consultee within fourteen days **(amend as required)** of our consultation. I will respond to annual Membership Organisation applications and FMC applications for annual registration, accreditation and re-accreditation as appropriate and in a timely manner.
7. As your PPC I will endeavour to provide up to date information on family mediation practice. However, it should be noted that I take no responsibility for the mediation practice you undertake.
8. We agree that there will be a mutual responsibility for scheduling the required level of consultation, agenda setting and the issues to be addressed. We both agree to respect the principles of equality and diversity in our consultations. We both agree to contribute to the consultation honestly, respectfully and with constructive feedback as appropriate.
9. Continuing Professional Development

I will encourage you to discuss your continuing professional development activities with me as your PPC. However, the activities that you choose to undertake are your responsibility, and do not need to be endorsed by me as your PPC.

Continuing professional development can be achieved through a wide range of activities There are no restrictions on the kind of activities you can undertake but it is important that they are relevant to your practice and meet the requirements of the FMC for registration and re-accreditation.

1. Confidentiality

Consultations will remain confidential between us unless as your PPC I have a concern about your practice, or there is a safeguarding concern and I consider that the safety of a child, young person or adult may be at risk and take the decision to inform the relevant authority.

Any information I may have relating to you or your clients will be stored securely in keeping with my privacy policy **(add link)** and I confirm I am registered with the Information Commissioner's Office.

1. Complaints

In the event of a complaint by a client, you are by signing this contract, expected to inform me as your PPC of any complaints and to agree to the release of the relevant file to me as your practise consultant, your member organisation and the FMC, as appropriate.

We each have a right to raise a concern about the professional practice of the other, particularly in relation to any breaches of the FMC Codes of Practice. In the first instance, we share a responsibility to endeavour to resolve any concerns and to remedy any breaches of the FMC Codes of Practice.

If a concern remains unresolved, we each have a right to make a formal complaint about the other to our Member Organisation or to the FMC in accordance with their current complaints policy and we each have a responsibility to respond to any complaint that is made.

1. Change of PPC

If you wish to change your PPC I will support your decision and I have a responsibility to communicate with your future PPC, wherever possible.

If I wish to end your consultancy during the term of your contract, I will support your transfer to another PPC and I have a responsibility to communicate with your future PPC, wherever possible.

1. Charges

All work is currently charged at £**(rate)** per hour, including one to one consultation, group consultation, reading documents, providing comment, and dealing with phone calls and e-mails. Payment is required for any necessary travel expenses incurred by me. **(Amend as appropriate)**

Any additional consultation costs will be discussed in advance and invoiced.

1. Conflict of Interest

By signing this contract, we agree to the above and confirm that a conflict of interest does not exist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

PPC Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_

Consultee Signature Date

Invoices can be paid on-line.

Name

Sort Code Account Number

Please give your name as reference. **Add details**

**Appendix 1**

Post-training requirements and restrictions

Mediators who wish to gain FMC accreditation will need to do so within three years of completing initial training. In exceptional circumstances this may be extended to up to five years with endorsement from the mediator’s Professional Practice Consultant (PPC). Mediators who have not gained accreditation within this period will need to undertake further training as advised by the FMC.

Between completing training and becoming eligible for accredited status, mediators will need to do the following.

Have at least ten hours one-to-one, principally face-to-face support from their PPC, with sessions recorded in a log countersigned by the PPC. This includes the PPC contact outlined below, but does not include (a) any time spent co-mediating with the PPC or observing the PPC mediate, or (b) the normal four hours per year of PPC contact expected of all mediators.

Have (as the first of these sessions) a post-training review with the PPC. This may be organised by the provider of the initial training or by the mediator independently. The PPC will review the mediator’s readiness to mediate and if necessary agree additional measures for gaining experience before starting to mediate.

Before acting as a sole or lead mediator or representing themselves to the public as a family mediator (and see a. under ‘Until mediators gain FMCA status’ below), register with the FMC as working towards accreditation (this will normally be done via one of the FMC member organisations).

Before starting to mediate, either observes or co-mediates in a mediation session conducted by an FMCA mediator, and produces an evaluative account of the session.

For their first case as a sole or lead mediator, (a) have a pre-case discussion with their PPC before starting to mediate or to assess clients’ suitability for mediation, and (b) hold a post-case review with their PPC. In the pre-case discussion, the PPC will if necessary identify any additional support that the mediator needs before starting the first session.

Have at least one mediation session observed by their PPC (which must not be a session co-mediated with the PPC). This must be within two years of completing initial training and ideally should be near the beginning of the post-training period. More than one observation is encouraged, including observation of an initial assessment /consultation meeting. The PPC’s written feedback on a minimum of one session needs to be included in the materials submitted for assessment.

Take a minimum of three cases through to completion. These will need to be written up for assessment.

Comply with the requirements for continuing professional development and ongoing PPC support (as applicable to FMCAs).

Until mediators gain FMCA status, they will need to:

(a) Represent themselves appropriately to the public: a suggested format is ‘(Mediator) has completed initial training and is registered with the Family Mediation Council as working towards fully qualified status as a family mediator. S/he is supported by (PPC) as his/her Professional Practice Consultant.’

(b) Enlist PPC or qualified colleague support if any elements of any case are beyond their capability.

(c) Have any mediation outcome documentation, including memoranda of understanding and open financial statements, approved by their PPCs before being sent to their clients.

(d) Have any court forms relating to their clients signed by their PPCs.

**Appendix 2**

Legal Aid Agency 2018 Standard Civil Contract Family Mediation - supervision requirements

A Legal Aid Contract Supervisor must ensure that the mediator performing Legal Aid Contract Work has the appropriate level of experience for the type of Contract Work taking place.

Arrangements must be in place to ensure that the Supervisor is able to conduct their role effectively including, but not limited to:

(a) designating time to conduct supervision of the Mediator, tailoring supervision arrangements according to the mediator’s knowledge, skills and experience, and in any event must include not less than one hour of one-to-one supervision per quarter

(b) ensuring that the level of supervision provided reflects the skills, knowledge and experience of the Mediator, and that the supervisor maintains control over the quality of work

(c) where the supervision arrangements include the supervision of more than one Mediator at a time, the supervisor must ensure that at least two of the supervision sessions per year for each individual Mediator are on a one to one basis. Any issues of performance or bad practice must be dealt with by way of one-to-one supervision.

In addition, the Mediator’s files must be reviewed by the Supervisor for quality purposes and any issues addressed, remedial action undertaken and checked by the Supervisor.

The number of files reviewed must reflect the skills, knowledge and experience of the individual.

The outcome of file reviews together with details of any corrective action to be taken, if any, must be recorded by the Supervisor.

Where a Mediator undertakes Legal Aid Contract Work in a location other than where their Supervisor is based, the Supervisor must conduct, as a minimum, face- to-face supervision at least once every three months.

**Appendix 3**

Secondary PPC

Where time spent with a Secondary PPC is to count towards a Consultee’s required annual supervision hours, the Consultee and Secondary PPC must have the consent of the Consultee’s Primary PPC. The terms and expectations of the professional relationship between Secondary PPC and Consultee, including the roles and responsibilities of each, must be clearly set out in the Primary PPC’s written consultancy agreement and signed by the Primary PPC, Secondary PPC and the Consultee. The agreement must be consistent with the PPC Code of Practise and guidelines, particularly regarding conflict of interest and confidentiality.

At least 2 hours of the required 4 supervision hours must be individual hours of consultation with the mediator’s Primary PPC, or Secondary PPC with the prior agreement of their Primary PPC, every year.

Where conflicts or potential conflicts exist between PPCs and their consultees, or consultees undertake CIM work and their PPCs do not undertake CIM work, Primary PPCs must ensure that their consultees are aware of the need to contract with Secondary PPCs to provide the required support.

Where consultees do not wish consultation with Secondary PPCs to contribute towards their minimum 4 hours’ consultancy per year, no formal arrangements are required.

**Appendix 4**

Practice requirements for CIM-recognised mediators

FMCA mediators may undertake CIM if that they are registered to do so with the FMC having been assessed as competent by trainers on an FMC approved CIM training course; and

1. have appropriate safeguarding policies and procedures in place for carrying out CIM;
2. have a PPC trained in CIM for consultation and discussion of their CIM practice. This PPC may be separate from and additional to their registered PPC if s/he is not CIM trained and practising.
3. have met any other requirements as may be laid down by the FMC from time to time.

Ongoing requirements for CIM trained mediators

In addition to the required professional development hours specified for continued recognition as an FMCA mediator or PPC, CIM trained mediators must continue to meet requirements a) to c) above and:

* Complete the equivalent of at least 10 hours CIM specific professional development every 3 years, 5 hours of which should normally be by attending a course advertised as suitable for CIM professional development. The remaining 5 hours professional development may be gained through:
  + attending further CIM specific professional training courses development
  + attending training courses that will enhance their skills and knowledge to consult and engage with children at different stages of development and with different needs
  + specific reading or study to expand theoretical, legal or practical knowledge relevant to CIM
  + attending conference workshops or lectures relevant to the theory or practice of CIM
  + developing, writing or delivering new material relevant to CIM for example delivering a workshop or lecture on aspects relevant to CIM or writing and publishing an article;
* Conduct at least 3 CIM cases over 3 years. These should be discussed in supervision with their PPCs who will confirm for registration purposes whether the requirement has been met.

If this is not possible, then mediators should attend refresher training in CIM to ensure their practice is up to date. Such training can be counted towards their specific CIM professional development requirement.