|  |  |
| --- | --- |
| **General Details** | |
| Member of staff’s name: |  |
| Supervisor/manager’s name: |  |
| Date of most recent PDR: |  |
| Meeting date: |  |
| **Section 1: How are you: health and wellbeing** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monitoring health & wellbeing** | ☺ 10 Very positive about my health and wellbeing  9  8  7  6  5  4  3  2  ☹ 1 Very concerned about my health and wellbeing | | | **This Meeting** |  |
| **Last Meeting** |  |
| **Discussion about score and actions to retain or improve score next time** |  | | | | |
| **Sickness absence**  **Toil agreed**  **Annual Leave** |  | | | | |
| **Section 2: Work based discussion** | | | | | |
| **Agenda items** | | | | | |
|  | | | | | |
| **Review**: *What’s gone well, what’s been disappointing, what have you learnt?* | | | | | |
|  | | | | | |
| **Objectives** *(copy and paste the objectives from your PDR document)* | | | | | |
|  | | | | | |
| **Issues from previous supervision - actions reviewed** | | | | | |
| |  |  |  | | --- | --- | --- | | **Items** | **Action** | **Progress** | |  |  |  | |  |  |  | |  |  |  | | | | | | |
| **Discussion in Supervision** | | | | | |
|  | | | | | |
| **Actions** | | | | | |
| **Items** | | **Action** | **Progress** | | |
|  | |  |  | | |
|  | |  |  | | |
| **Professional development** | |  | | | |
| **Supervision agreement reviewed (6 monthly)** | |  | | | |
| **Section 3: Sign off** | | | | | |
| **Staff member** | |  | | | |
| **Manager** | |  | | | |
| **Date of next supervision** | |  | | | |

**Guidance to line management supervision**

Our supervision is based on a restorative approach; it is a two way process which requires positive input from both the supervisor and supervisee. This is underpinned in the 'supervision agreement' which should be completed by all staff and reviewed at least 6 monthly.

***Section 1: How are you: health and wellbeing***

**Monitoring health & wellbeing:**

Working in partnership with your manager to monitor and maintain your health & wellbeing is really important. The prompts are intended to help you and your manager have proactive and positive discussions at your 1:1 meeting to help keep you well and motivated at work. Possible discussion topics: Wellness; Attendance; Training and Development - how will you apply what you have learnt.

In this section, supervisors should explore the scores staff note; the score will be discussed to explore the reasons for selecting that number. You will also discuss what it would take to improve this next time or to retain a high score.

What is the trigger for escalating concerns - 3 consecutive scores below 4 will need further investigation and planning with the supervisors manager. The supervisor will need to be clear about what these scores linked to - work, personal, health.

**Sickness absence**:

If there has been any sickness absence make sure you have had a return to work discussion and note down any actions. You will note in this box the date of absence and the date the return to work discussion was completed.

***Section 2: Work based discussion***

**Review**

In this section you will have a conversation using the Restorative questions to review progress on agreed actions/performance and to identify new areas for future work.

**Mandatory training status**

Is the member of staff's mandatory corporate training up to date; if not what needs to be completed and by when.

**Supervision agreement reviewed**

This should be the date on when you last discussed and reviewed the supervision agreement and understanding of it.