**Kent County Council Countywide Service**

**[Locality] Social Supervisors Forum**

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| **Chair:** |  | **Date of Meeting:** |  |
| **Minute Taker:** |  | **Time of Meeting:** |  |
| **Present:** |  | **Place of Meeting:** |  |
| **Apologies:** |  | **Date of next meeting:** |  |
| **PART 1 – BUSINESS MEETING 1 HOUR** | | | |
| **Agenda Item** | **Discussion** | **Actions** | |
|  | **Welcome, Introductions, Apologies** |  | |
|  | **Minutes of last meeting** |  | |
|  | **Action Log** |  | |
|  | **Capacity and Demand: numbers of Social Supervisors / succession planning** |  | |
|  | **Performance: data source Power BI** |  | |
|  | **Audits Outcomes and Other Learning: Good practice & learning and training needs** |  | |
|  | **Countywide updates** |  | |
|  | **National Updates** |  | |
|  | **Any Other Business** |  | |
| **PART 2 – REFLECTIVE PRACTICE SESSION – 1 HOUR** | | | |
|  | **Introductions and apologies for absence** |  | |
|  | **Review of Action Log (Reflective Practice Actions)** |  | |
|  | **Case Discussion** |  | |
|  | **Examples of good practice** |  | |
|  | **Identify development needs / training to be commissioned** |  | |
|  | **Any Other Business** |  | |