##

## Template 1 – The Individual Supervision Agreement

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| Supervisee: |
| Supervisor/Line Manager: |
| Team: |
| Frequency: |
| Location: |

Our supervision relationship will be based upon mutual respect for each other’s skills, knowledge and experience. We understand the requirements of the Supervision Policy and Performance and Development Reviews. Any performance management issues will be highlighted, and action taken in a timely and fair way according to organisational policies and procedures in keeping with training.

**Location and environment**

The venue for our supervision sessions will be mutually agreed. Interruptions will be kept to a minimum and ideally be avoided completely. We shall not usually make or accept telephone calls during our supervision sessions unless previously agreed by both of us and for operational reasons. The session will last 1 hour.

**Agenda and structure**

Formal supervision sessions should be structured with preparation work having been carried out by both the supervisor and the supervisee and where possible an agenda set a few days before the supervision session. Both parties should prioritise the agenda items at the beginning of the session to make the most effective use of time.

**Record keeping**

All supervision sessions should be recorded including areas covered, discussion points, agreed action points, timescales. The record should be available to both the supervisor and the supervisee and can be accessed by the supervisor’s manager or more senior managers HR for audit purposes. Where recording relates to a management decision on a case or a casework discussion this will be recorded as a discussion/decision on the electronic file by either the manager or supervisee. Records will be stored confidentially.

**Review of supervision**

This is an agreement we have entered to ensure effective and supportive supervision. It demonstrates a joint commitment to the supervision process and serves as a reminder of the professional responsibilities we have towards each other and the organisation we work in. Either one of us may seek to re-negotiate the agreement if we feel it is necessary.

The supervision agreement should be reviewed by the supervisor and the supervisee as required as necessary, e.g., if there is a change of supervisor, a change in job role or team.

**Disagreements**

Areas of disagreement between supervisor and supervisee will be recorded on the supervision records. Areas of disagreement that cannot be resolved will be referred to the Line Manager.

**Absence of supervision**

It is the policy of the People and Communities Directorate that supervision is provided to all staff. In the absence of supervision, either due to absence of the supervisor or the supervisor failing to adhere to the supervision timetable, the supervisee can refer this to the Line Manager.

The supervisee will approach the Line Manager if he/she has received no formal supervision in line with expected standards and frequency.

**Signed**

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| --- | --- |
| Supervisee | Date: |
| Supervisee: | Date: |

This policy should be read with the accompanying guidance and procedures of the Council:

[Code of Conduct](https://nsomerset.sharepoint.com/sites/the-source.authoring/Documents/Code%20of%20Conduct.pdf#search=code%20of%20conduct)

[Policy on Health and Safety](https://nsomerset.sharepoint.com/sites/the-source/working-here/Health%20and%20safety)

[Disciplinary Policy](https://nsomerset.sharepoint.com/sites/the-source.authoring/Documents/Disciplinary%20Policy%20and%20Procedure.pdf#search=Disciplinary%20policy)

[Capability Procedure](https://nsomerset.sharepoint.com/sites/the-source.authoring/Documents/Capability%20policy.pdf#search=capability%20policy)

[Managing Stress in the Workplace](https://nsomerset.sharepoint.com/sites/the-source/health-and-wellbeing/Stress)