**Supervision Thematic Audit Tool (non case holding staff)**

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| **Auditor name:** |  | **Date of Audit:** |  |
| **Team Manager:** |  | **Worker:** |  |

| **Question** | **In place? (✓)** | **Evidence***Record how requirement has been met or details of any non-compliance.* | **Other comments** |
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| **Yes** | **No** | **Partial** |
| 1. Is supervision being carried out on a monthly basis?

*If there are any gaps, are these justified and explained?**i.e. supervisee away from work for an extended period etc.* |  |  |  | *Record here supervision dates from the last 6 months:*

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| 1. Is there evidence of the following discussions in **personal** supervision:
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| 1. *Progress towards actions from last supervision;*
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| 1. *Wellbeing;*
 |  |  |  |  |  |
| 1. *What is working well (Reflection);*
 |  |  |  |  |  |
| 1. *Any worries;*
 |  |  |  |  |  |
| 1. *Management of work;*
 |  |  |  |  |  |
| 1. *Learning needs and opportunities (regularly including discussion of the OPEN Standards, the supervisee’s Performance and Development Review);*
 |  |  |  |  |  |
| 1. *Work that staff are proud of;*
 |  |  |  |  |  |
| 1. *Time management (including flexitime, leave and absence);*
 |  |  |  |  |  |
| 1. *Job satisfaction;*
 |  |  |  |  |  |
| 1. *Disagreements / difference of opinion;*
 |  |  |  |  |  |
| 1. *Agree future actions.*
 |  |  |  |  |  |
| 1. Was the supervision:
 |  |  |  |  |  |
| 1. *Recorded on My view within 10 working days?*
 |  |  |  |  |  |
| 1. *Uploaded with signature from both parties within 15 days?*
 |  |  |  |  |  |
| 1. Have actions been agreed between the manager and the worker?
 |  |  |  |  |  |
| 1. Are the actions specific (SMART)?
 |  |  |  |  |  |
| 1. Is there good evidence of management oversight?
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| 1. Is there evidence of challenge (where necessary) and new decisions recorded during the supervision discussion?
 |  |  |  |  |  |
| **Any other notes and/or comments:** |

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| **Summary:**On a scale of 0-10, where 10 is overall, the supervisee receives frequent and regular supervision that provides and records:* a good level of focussed thinking, curiosity and reflection;
* an analysis or the ‘working out’ underpinning decisions, making sure the rationale for why and how decisions have been made is comprehensive and well expressed;

And 0 is where there is very limited evidence of these, where would you scale?Supervisor No. Reason:Auditor No: Reason: |

| **What Needs to Happen Next - Actions**  | **Responsible Officer** | **Timescale** | **Date to be reviewed by line manager** |
| --- | --- | --- | --- |
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|  |  |  |  |

Please return completed audit to nicola.brown4@durham.gov.uk

Remember to send a copy to the Supervisor whose work you audited. Thank you