**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:*   |  | | --- | |  | |  | |  | |  | |  | |  | |  |
| 1. Is there evidence of the following discussions in **personal** supervision: |  |  |  |  |  |
| 1. *Progress towards actions from last supervision;* |  |  |  |  |  |
| 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? |  |  |  |  |  |
| 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](mailto:nicola.brown4@durham.gov.uk)

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