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Supervision Agenda: Manager and Senior managers

*Manager to bring up to date performance data and budget position to each supervision*

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| **Date of Supervision:** |  | **Supervisee:** |  | **Supervisor:** |  |
| **Agreed agenda**  **Should be created by both supervisor and supervisee.** | |  | | | |

|  | **Agenda Item** | **Discussion** | **Action (who and when)** |
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| 1 | **How are you?**  Catch up about how things are and Review of previous supervision actions. |  |  |
| 2 | **Escalation and Risk management issues (including Health and Safety):**  Escalations, serious incidents and high risk cases including exploitation over the month, responses and any ongoing (any direct decisions re cases to be discussed with worker and recorded in LCS). |  |  |
| 3 | **Staffing issues:**  Staff morale, capacity, vacancies, absences and maternity leave, staffing changes, recruitment, duty rotas, organisational issues impacting on team, team mtgs, any changes. |  |  |
| 4 | **Key policy changes**  Two way discussion about key departmental / service changes in policy and practice and dissemination of this across the service. Impact on service users |  |  |
| 5 | **Budget position\***  (\*Service manager and above)  Forecast, overspends, underspends, income, virements etc. |  |  |
| 6 | **Observed practice and audit and performance**  Observations of practice in the month, cases audited and key themes, key performance themes and improvement activity |  |  |
| 7 | **Compliments, complaints and feedback**  Complaints, compliments and feedback received. |  |  |
| 8 | **Training and Development**  Personal training and development needs and identified needs for the team / service |  |  |
| 10 | **Leave / Working arrangements/TOIL/Mileage** |  |  |
| 11 | **AOB and Date of next meeting** |  |  |

*The above notes represent the discussion as recorded by the Supervisor. If there are any errors and omissions, please raise at the next session.*

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| Signature of Supervisor |  |
| Signature of Supervisee |  |
| Date of next session |  |

Document last reviewed: November 2023

Reviewed by: Kasey Senior – Service Manager, Practice Standards

Next review date: June 2024