**Appendix A – Supervision Agreement**

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| **Supervision Agreement** |

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| Supervisee: |  |
| Job Title: |  |
| Service Area: |  |
| Supervisor: |  |

1. **Frequency**

Formal supervision will be held monthly. If a supervision session needs to be rearranged it should only be done by mutual consent and should be rescheduled within 7 working days to ensure supervision is not missed. The reason for the postponement will be recorded in the supervision record.

1. **Duration**

Supervision sessions will last for approximately 120 – 150 minutes; if this time proves insufficient to effectively cover the agenda, the session will be extended subject to the consent of both parties and an additional session arranged.

1. **Venue**

Supervision sessions will take place at a venue agreed by both parties and where interruptions can be avoided or kept to a minimum. To assist this, telephones will be diverted, unless otherwise agreed.

1. **Agenda Setting**

The agenda will be agreed by both parties at the outset of supervision. The agenda will also include ‘standing items’, which require regular consideration and reflect the respective roles and responsibilities of the supervisee and supervisor. The standing agenda will also identify documents and information the supervisee is required to bring to each supervision session.

It is the supervisor’s responsibility to ensure that the discussion remains within the boundaries of the agenda and fulfils the aims and objectives of supervision as set out in the supervision policy document.

1. **Recording**

A record of the discussion and action’s agreed within supervision will be kept using the supervision record document. Recording of supervision will be the responsibility of the supervisor.

The record will be typed and a copy given to the supervisee. The supervisor will maintain a supervision file for each supervisee which is kept securely.

1. **Responsibilities**

Both the supervisor and supervisee have responsibility to ensure they have read and understood the supervision guidance issued to them as detailed in the supervision policy document.

1. **Learning and Development**

Supervisees have a responsibility to prepare for supervision by providing evidence of progress and identifying personal and professional developmental issues. The supervisor will in turn work with the supervisee to identify training and developmental needs and explore how these needs can best be met.

1. **Performance Issues**

Any issues regarding a supervisee’s performance will be identified at an early stage so that clear targets for improvement and supportive actions can be established, minimising any potential impact on service delivery.

Informal Performance Plans will be considered as part of the process and if required implemented. Formal Performance Plans will also be implemented if required.

Consultation with HR will take place when Formal performance plans are required.

1. **Confidentiality**

Supervision sessions and records are confidential, both in terms of professional confidentiality and within the principles of the Data Protection Act. Access to supervision information and records will be restricted to the supervisor and can only be examined by another person as part of other management activity e.g. audit, inspections, investigations.

Both parties will agree how any issue of a personal nature will be recorded and actioned.

1. **Dealing with Disagreement**

Disagreements may arise about casework, other decisions and about the supervisory relationship. In these instances, it is essential that such points of view are openly explored and recorded. If these issues cannot be resolved within the supervisory relationship they should be referred to the supervisor’s manager.

All supervision issues should be conducted in a respectful manner by both parties.

1. **Areas for discussion in Supervision**

**Previous supervision actions**

Individual cases - Inc. timescales for visits, core groups, sharing of reports etc. – Recorded

Staffing issues including staff development, absence monitoring, workloads

Budget monitoring

Learning & development

TOIL & Annual Leave,

Absence/ sickness

File Transfers

Any other issues

Audits

SCR Outcomes

This agreement should be renewed by both parties on an annual basis in (month/year)

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| **Supervisor** |  | **Supervisee** |  |
| **Name:** |  | **Name:** |  |
| **Date:** |  | **Date:** |  |