

Appendix 1

Support and Supervision Agenda

Name of supervisee

Name of Supervisor

Date

Agenda Item No	Heading*	Discussion Points
1	Progress Update	Update of previous supervision, matters arising from last supervision issues and concerns related to progress, review of action plans from previous supervisions.
2	Capability, Practice, Performance	Successes, examples of good practice, sharing best practice, problem solving, working with service users, support needs, time management, attendance (planned annual leave, sickness absence – address issues not already covered on return to work form, other absence) issues and concerns related to capability, practice and performance. Matters relating to other staff, or matters relating to the team being managed
3	Training	Training and development needs (either directly related to job role, department needs and current performance), career development, education and training interests and needs (related to career progression), evaluation of training and development undertaken, issues and concerns relating to development and training needs.
4	Personal	Supervisee's own agenda item/s, personal issues and concerns
5	Workload	Job role, key tasks and responsibilities, operational information, caseload, professional responsibilities, workload issues and concerns. Matters relating to other staff, or matters relating to the team being managed.
6	Health and Safety	Safe working, H&S issues or concerns, work/ life balance, breaks, lone working, stress, risk assessments, any other H & S checks (staff should inform management immediately of potential hazards rather than waiting for supervision).
7	Recording	Records are up-to-date and meet policy requirements, record audit, support plan/contact sheets and caseload audit issues and concerns related to recording.
8	Team Working	Interaction with team members, meetings (attendance and contribution), group supervision/ training, ideas, suggestions, aims and objectives, changes, issues and concerns related to team working.
9	Equality and	Supervisee, other staff, service users, impact assessment, training, issues and concerns related to

	Diversity	Equality and Diversity.
10	Communication	Business planning, networking with other professionals, budgets, new legislation, polices, procedures, guidelines, changes, opportunities, news, briefings.
11	Goals	Personal/client goals, plan of action for next supervision
12	Any Other Business	Anything relevant not covered under agenda items 1 to 10.
13	Points to consider for appraisal	
14	Date of next meeting	Agree date of next supervision session

* Mandatory discussion points are highlighted in bold

Supervision Record Form

Agenda Item No.	Discussion Notes	Actions	Who	By When

This record covers the main points of our discussion, around the items listed above.

Name and Signature of Supervisor	Date
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Name and Signature of Supervisee	Date
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Appendix 2 – Supervision Agreement Form

Our supervision relationship will be based upon mutual respect for each other's skills, knowledge and experience.

We understand the requirements of the Policy and Procedure for Supervision

We also understand that

- The General Purpose of Supervision is to manage employee's performance in a positive and supportive way, ensuring that it is clear what work needs to be done and how it should be carried out
- Any performance management issues will be highlighted and action taken in a timely and fair way according to organisational policies and procedures.

Our Supervision arrangements will be as follows

Frequency

We shall diary our supervision sessions in advance with the dates and times being mutually convenient. Sessions will be held every 4 weeks. We shall both give high priority to our supervision sessions and avoid having to cancel them. However, if cancellation is unavoidable we shall give reasonable notice to the other person and re-arrange the session within the next 7 days where possible.

In addition to these planned sessions we may also have other forms of supervision such as ad-hoc discussions, working supervisions and support, which, where appropriate will be recorded.

Duration

The time period for our support and supervisions sessions should be reasonable. It is recommended that sessions should last around 1 hour but this should be negotiated between the two parties.

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. Meetings will not be held in a place that would inconvenience service users. In the event of unethical practice, misconduct, bullying harassment, an objective mediator may be requested by either party to observe supervision sessions until the issue is resolved.

Recording

The supervisor will produce a record of every supervision session. The HR Officer will hold a copy of the supervision record, in a Supervision File with access given to others according to organisational policies and procedures. The supervisee will also have a copy of the supervision record. Both of us will sign the record. If there is any disagreement about any area then this should be made clear in the notes.

This is an agreement we have entered into 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.	
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Name and Signature of Supervisor	Date
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Name and Signature of Supervisee	Date
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