# Manager Supervision Template

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| **Shropshire Children’s Services**  **MANAGERS SUPERVISION AGENDA/TEMPLATE** | | |
| **Name of supervisee:** | | **Designation: Team Manager** |
| **Name of supervisor:** | | **Designation:** |
| **Date of Supervision:** | **Date of Last Supervision:** | Comments if significant delay since last meeting |
| 1. **Staff Welfare (including Annual Leave / Flexi)** | | |
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| 1. **Review of last meeting and matters arising:** | | |
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| 1. **Budget & Financial Management** | | |
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| 1. **Team Performance data / Management information** | | |
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| 1. **Inter and Intra agency issues Practice / Learning and development for the team** | | |
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| 1. **Staffing, Employment and HRE issues** | | |
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| 1. **Individual High Risk / Need cases Discussed** | | |
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| 1. **Complaints** | | |
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| 1. **Supervisee Learning & Development: Review of standards, objectives, core qualities, leadership and managerial framework to inform appraisal** | | |
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| 1. **Health & Safety / Risk Assessments** | | |
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| 1. **Any Other Business:** | | |
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| 1. **Date / Time and Venue of next session:** | | |
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| **Date of issue:** |  |