# 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:** |  |