

Appendix 4: Supervision Agenda for managers

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)		
2. Review of last meeting and matters arising:		
3. Budget & Financial Management		
4. Team Performance data / Management information		
5. Inter and Intra agency issues Practice / Learning and development for the team		
6. Staffing, Employment and HRE issues		
7. Individual High Risk / Need cases Discussed		
8. Complaints		
9. Supervisee Learning & Development: Review of standards, objectives, core qualities, leadership and managerial framework to inform appraisal		
10. Health & Safety / Risk Assessments		
11. Any Other Business:		
12. Date / Time and Venue of next session:		

