bolton_spectrum

**Children’s Service’s Supervision Agenda**

**1) Review and signing of last Supervision minutes**

**2) Work Performance**

* + Reflective case discussion, **identify and record KSS evidenced in up to 2 cases per supervision session**
  + Record decisions on child’s file.
  + Ensure recording is up to date.
  + Ensure timescales and plans are clear and adhered to.
  + Ensure the **8 Key Assessment Practice Standards** are adhered to.

**3) Personal Performance**

* Review individual workload including casework where appropriate
* Evaluate effectiveness of work undertaken, including formally acknowledging work achievements and areas for development;
* Discuss any compliments or complaints;
* Jointly set and review work objectives

**4) Overall evidence of Knowledge and Skills Statements**

* Option to record and collate KSS evidenced in discussion so far in both case discussions and discussion about wider performance.

**5) Team Performance**

* How is the individual performing in the Team as a team member:
* Is she/he working effectively with others?
* How are complaints and compliments recorded and dealt with

**6) Training and Personal Development**

* Complete reviews of training undertaken since the last Job Consultation and identify areas for development, i.e. is further specific training required?
* Complete training record forms.

**7) Attendance (Time keeping, Leave, Sickness Absence etc)**

* Ensure recording systems are up to date:
* Discuss issues regarding absence, including sickness management if appropriate
* Discuss any issues in relation to leave

**8) Other issues impacting on Work**

* Are there issues outside of work that are impacting on the individual’s performance? If so, identify them and consider how they might be addressed.

**9 ) Additional Items**