

## **Children's Safeguarding and Family Help**

### Supervision agenda

***These represent general areas for discussion and may be adapted or added to depending on the individual circumstances.***

#### **General**

Agreeing agenda, matters arising from previous supervision or changes to supervision arrangements or contract.

#### **Quality of decision making**

- discussion on impact of the role on the social worker, stress levels etc and what can be done to resolve issues;
- any personal issues affecting work;
- reflection on practice, relationships with service users and any improvements that can be made;
- any specific challenges or barriers to working effectively with service users.

#### **Line management and accountability**

- update on any organisational changes, corporate planning and strategy;
- any team issues;
- any difficulties with other teams/service areas/agencies;
- flexi-time/work life balance and annual leave;
- health and safety
- anti-oppressive practice
- performance standards issues including any goals or targets;
- resource issues;
- update on relevant changes in legislation and policy.

#### **Learning and development**

- training and development needs and how these will be addressed;
- discussion and feedback on practice and outcomes for service users;
- new research and evidence;
- meeting registration requirements;
- feedback from training and other supervisory forums;
- analysis of how recent training has improved practice;
- updating learning and development plan.

#### **Case supervision and management**

- analysis of current allocated caseload and workload, including any issues in managing these;
- discussion of individual cases, including case direction and any agreed actions and timescales.

Implementation date: May 2010

Supervision for management staff should also include:

- **Cases:** *allocations, management of work levels and work pressures, individual case discussion and decision making.*
- **Service delivery, management and performance:** *corporate and divisional targets, individual and team goals, performance indicators, complaints, audits and inspections.*
- **Resources:** *staffing levels, recruitment, budgets, budget pressures, equipment, working environment.*
- **Personal:** *development and training, annual leave.*
- **Staffing issues:** *performance issues, conflicts, disciplinary action.*