**Management supervision record**

**Name of worker:**

**Date of supervision:**

|  |  |  |
| --- | --- | --- |
|  | Issues | Agreed actions |
| **Cases:** *allocations, work levels and work pressures*  |  |  |
| **Cases:** *individual case discussion, 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 actions, health and safety, anti-oppressive practice* |  |  |

***Case management discussion should be recorded on the supervision record case note on the relevant Framework I case record.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signatures**  | Head of Service |  | Date |  |
|  | Manager |  | Date |  |