

## Supervision Form

<b>Employee Name:</b>	Nicky Chana	<b>Date:</b>	25/10/2017
<b>Matters Arising:</b>			
<p>None – Nicky has had a good month working through potential Homesharers and supporting with the match meetings. In particular really well done in resolving the Match ending with Shazia and Victoria</p>			
<b>Action Points:</b>		<b>Actionable Date:</b>	
<ul style="list-style-type: none"> <li>• <b>Update DBS Training Document - to ensure Kelly has a log in and Nicky to go through the process so Kelly can cover in her absence or when support is required.</b></li> <li>• <b>Nicky to update the New Homeshare application process ( to include making the initial phone call for every Homeshare enquiry to ascertain if the applicant is suitable for Homeshare programme.)</b></li> <li>• <b>Nicky – Co-ordinate Homeshare Volunteer with weekly tasks.</b></li> <li>• <b>Allocate Raquel – Discounts &amp; incentives sheet to be typed and printed</b></li> <li>• <b>Update Spreadsheet with when quarterly reviews are due and D.o.b for both HH &amp; HS</b></li> <li>• <b>Locations and Boroughs with Zones to support Nicky when HS applications are received.</b></li> <li>• <b>Amend the email we send to Homesharers to include the wording they have 2 week deadline to send across any documentation and ID docs in order to take their application forward.</b></li> </ul>		<p>30/11/2017 – Please can you liase with Kelly to ensure this is completed.</p> <p>Weekly</p> <p>30/11/2017</p> <p>30/10/2017</p>	

<p>Amend initial email when we are taking forward any new HS's to be matched they are aware of the one month's trial and to communicate this to them to ensure they have alternative arrangement in case any circumstances change for either the HS or the HH.</p>	<p>30/10/2017</p>		
Empty space for notes or details			
<p><b>Action Points:</b></p>	<p><b>Actionable Date:</b></p>		