

Panel Chair Job Description

JOB TITLE: Panel Chair

LOCATION: As advertised

JOB PURPOSE: To act as an independent member of the National Fostering Agency Panel. The fostering panel provides independent oversight of the recruitment, assessment and review of foster carers and makes reasoned decisions on the approval status of applicants.

ACCOUNTABLE TO: Agency Decision Maker and Registered Manager (panel adviser)

To chair panel meeting of the panel, ensuring that all items of business are covered and that the panel operates in accordance with regulations and the policies and procedures of the agency

KEY ACCOUNTABILITIES:

- To prepare for panel meetings, reading papers and identifying key issues and alerting the panel advisor if necessary.
- To facilitate the participation of panel members, and treat those attending panel with respect and courtesy
- To address diversity issues and promote anti discriminatory practice To safeguard the confidentiality of all panel papers
- To participate in induction and an annual training day
- To be involved in the recruitment and appointment of panel members and in any consideration about terminating the appointment off a panel member
- To conduct the appraisal of panel members with the panel advisor
- To ensure clear and accurate minutes are written. And be involved in the checking and agreeing of panel minutes with other panel members prior to them being sent to the Agency Decision Maker

PERSON SPECIFICATION/EXPERIENCE AND QUALIFICATIONS:

- Experience of chairing complex meetings

- Experience either professionally or personally or both of the placement of children in foster families or children being cared for away from their birth family

KNOWLEDGE:

- Appreciation of the effect of separation and loss on children
- An understanding of the purpose and function of the panel and the Agency which the panel is serving
- An awareness of the different kinds of families and their potential for meeting children's needs
- An understanding of the fostering process and the practice and legislative framework for the work of panel

ABILITIES:

- The authority and competence to chair a panel as defined within regulations and the policies and procedures of the agency.
- The ability to communicate clearly both verbally and in writing.
- The ability to read process and analyse large amounts of complex information and identify key issues
- The ability to facilitate the active participation of panel members, and where required manage conflicting views and reach a recommendation that take account of all these views
- The ability to make an assessment and to form a view, based on the written and verbal information presented to panel and the confidence to articulate this at a panel

ATTITUTUDES:

- A commitment to safeguarding and promoting children's welfare in foster care
- A valuing of diversity in relation to issues of ethnicity, religion gender disability and sexuality

- A commitment to keeping children within their own family or community where this is possible and to maintaining contact between children living in adoptive families and their birth families where this appears to be in the child's best interest.
- A commitment to fostering as a way of meeting a child's needs where it appears to be in the child's best interest
- An understanding of and a commitment to, the need for confidentiality
- A willingness to increase knowledge and understanding of issues through reading, discussion and training
- A willingness to contribute to the annual review of their role as panel chair

