

Team Fostering – Job Description

Job Title:	Independent Panel Chair	JE Reference:	JE113
Base:	North East, Yorkshire & East Midlands		
Reports to:	Director for Quality Assurance	Grade:	N/A
Service responsibility:	Social Work	Salary:	£500 per Panel Chair session
Additional:	Some travel may be required	Hours:	*As required – see notes below

JOB PURPOSE

We are looking for an experienced and values-driven Panel Chair to join Team Fostering and play a key role in ensuring that children receive safe, nurturing and high-quality foster care.

The Panel Chair will provide independent, impartial and effective leadership of fostering panel meetings, ensuring that all matters are appropriately considered and that panel members are supported to make clear, balanced and well evidenced recommendations.

The role will ensure that panels operate in accordance with fostering legislation, regulations statutory guidance and Team Fostering's policies and procedures, while maintaining a strong focus on the safety, welfare, needs and best interests of children and young people.

JOB SUMMARY

Main Duties and Responsibilities

- To prepare for panel meetings, reading panel papers carefully, identifying key issues and alerting the Panel Adviser if necessary to ensure, as far as possible, that the assessments are adequate for submission to panel.
- To facilitate the active participation of all panel members in contributing to the panel's consideration of cases and to the making of clear and well-evidenced recommendations with the reasons for these.
- To address diversity issues and to always promote anti-discriminatory practice.
- To ensure (alongside the Senior Panel Administrator) that clear and accurate minutes are written, which record any serious reservations which panel members may have, and to sign off minutes before they are sent to the Agency Decision Maker and to the next panel meeting.
- To be involved in the recruitment and appointment of new panel members as required and, in any consideration, about terminating the involvement of a panel member.

- To review, with the Panel Adviser, the performance of panel members at least annually
- To assist in developing, promoting, and monitoring policies and procedures and high standards of work in fostering services in this agency.
- To assist in planning and delivering training for panel members and to participate in this at least one day per year alongside other relevant training opportunities.
- To safeguard the confidentiality of all parties and manage the safe use of panel papers and panel discussions in line with relevant legislation and guidance.

Communication and Relationships

- To ensure that all those attending panel are treated with respect and courtesy.
- To liaise with the decision-maker and with other senior managers as required.
- To ensure, with the Panel Adviser, that senior managers are aware of issues of concern, in relation both to individual cases and to more general matters.

GENERAL RESPONSIBILITIES

Safeguarding Children and Young People

- To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. The agency recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people.
- To comply with Team Fostering's Safeguarding Policy and promote the safeguarding of children throughout their work
- To undertake mandatory safeguarding training in relation to their work with children and young people.

Confidentiality

- To safeguard the confidentiality of information relating to carers, children and young people at all times in accordance with agency policies and procedures.

Health and Safety

- To comply with Health and Safety regulations and guidance in the course of employment.

Data Protection

- To comply with the Agency's policies and Data Protection Act in all aspects, with particular reference to the protection and use of personal data relating to carers and children and young people.
- To ensure all data is recorded accurately, timely, up to date and in a non-discriminatory manner.

Equality & Diversity

- To comply with the agency's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work.
- To actively promote equality of opportunity and an anti-discriminatory service.

Ethos and Values

- To subscribe to the ethos and ethical values upheld by Team Fostering and demonstrate those values in own everyday work.

Additional expectations

- Team Fostering does not allow smoking, including e-cigarette products in the workplace.
- Ability to work flexibly to meet the needs of the service, which may include evenings & weekends.
- Current full driving licence and ability to travel as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Team Fostering is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Team Fostering does not allow smoking in the workplace.

Signed:

Date:

***Please note Panel Fee above is based on a Per Panel Chair basis of £500. This fee also includes attendance at panel training, undertaking annual appraisals of panel members, annual report and 2 meetings per year with Agency Decision Maker, Director of Quality Assurance and Director and Responsible Individual.**