

## **Job Description**

### **1. Job Details**

Job title: Panel Chair

Based at: North East/Yorkshire & East Midlands

Reporting to: Assistant Director

### **2. Job Purpose**

To contribute to the provision of a first class fostering service for children by chairing panel meetings, 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.

### **3. 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 promote anti-discriminatory practice at all times.
- To ensure that clear and accurate minutes are written, which record any serious reservations which panel members may have, and to be involved in checking draft minutes before they are sent to the 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 appointment 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 training for panel members and to participate in this at least one day per year.
- To safeguard the confidentiality of all panel papers and panel discussions.

### **4. 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.

### **5. 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

#### **6. Confidentiality**

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

#### **7. Health and Safety**

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

#### **8. 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.

#### **9. 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.

#### **10. Ethos and Values**

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

#### **11. Additional Expectations**

- Team Fostering does not allow smoking in the workplace
- The post is subject to an enhanced DBS check