

Panel Chair Job Description

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

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 qualification

Experience of chairing complex meetings

Experience either professionally or personally or both of the placement of children in foster families or children being careered 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

Attitudes

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 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 contribute to the annual review of their role as panel chair.