

JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Children's Services	Job Ref Number:
Service Area: Regulated Services	Grade:
Job Title: Independent Adoption and Foster Panel Chair	
PURPOSE OF JOB: To ensure that Lincolnshire County Council operates effectively in accordance with legislation, statutory guidance and national minimum standards.	
TEAM STRUCTURE: <div style="text-align: center; margin: 20px 0;"> <pre> graph TD A[Agency Advisor to the Adoption, Foster and Permanence Panel] --- B[Independent Adoption Panel Chair] A --- C[Independent Foster Panel Chair] </pre> </div>	
MAIN DUTIES:	
1	To chair Panel meetings ensuring that all items of business are covered and that the Panel operates in accordance with Regulations and Guidance and the policies and procedures of the Adoption Service provider.
2	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 case is adequate for submission to Panel.
3	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.
4	To ensure that all those attending Panel are treated with respect and courtesy.
5	To address diversity issues and to promote anti-discriminatory practice at all times.
6	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 Agency Decision Maker.
7	To liaise with the Adoption/ostering Service Decision Maker and with other senior managers as required.
8	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.

9	To be involved in the recruitment and appointment of new Panel Members and in any consideration about terminating the appointment of a Panel Member.
10	To review, with the Panel Adviser, the performance of Panel Members with an annual appraisal.
11	To assist in developing, promoting and monitoring policies and high standards of work in the Fostering/Adoption Service in Lincolnshire County Council.
12	To assist in planning training for Panel Members and to participate in at least one day per year.
13	To safeguard the confidentiality of all Panel papers and Panel discussions.
14	To be involved in: <ul style="list-style-type: none"> • deciding whether a case is adequate for submission to Panel • deciding how many Panel Members are required for a Panel • deciding on the attendance of observers at Panel • deciding on the participation of a Panel Member who declares an interest in a case • deciding when an extra Panel may be necessary • the preparation of an annual report on the Panel's work

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Experience and Qualifications			
Experience either professionally or personally or both, of the placement of children in foster homes and of children being cared for away from their birth family.	A, I	X	
Experience of chairing complex meetings.	A, I	X	
Knowledge			
An appreciation of the effect of separation and loss on children.	A, I	X	
Awareness of the richness of diverse kinds of families and their potential for meeting children's needs.	A, I	X	
An understanding of the purpose and function of the Panel and of the Adoption Service Provider which the Panel is serving.	A, I	X	
An understanding of the Regulations and National Minimum Standards underpinning Adoption and of the legislative framework for the work of the Panel.	A, I	X	
Abilities			
The authority and competence to chair a Panel ensuring that the business is covered and that the Panel operates in accordance with Regulations, Guidance	A, I	X	

and the policies and procedures of the Adoption Service Provider.			
Excellent interpersonal and listening skills.	A, I	X	
The ability to communicate well and clearly both orally and in writing	A, I	X	
The ability to process and analyse large amounts of complex and sometimes distressing information.	A, I	X	
The ability to identify key issues and possible solutions and to communicate these clearly.	A, I	X	
The ability to facilitate the active participation of all Panel Members in contributing to the Panel's consideration of cases and its Recommendations.	A, I	X	
The ability, working with the Panel Adviser, to review each Panel Member's performance annually, ensuring that this is a helpful and constructive process for both the Panel Member and the Panel as a whole.	A, I	x	
The ability to ensure those attending Panel are communicated with respectfully while also ensuring that Panel Members are able to explore openly and honestly any issues of concern they may have.	A, I	x	
The ability to manage the expression of strongly held but possibly conflicting views by Panel Members and to help the Panel reach a Recommendation which takes account of all these views.	A, I	x	
The ability to take up issues as required with the Adoption Service Provider, liaising with the Agency Decision Maker and other senior managers.	A, I	x	
Attitudes			
A commitment to ensure that the best possible outcomes are achieved for children in care and adopted.	A, I	x	
A valuing of diversity in relation to issues of ethnicity, religion, gender, disability and sexual orientation.	A, I	X	
An understanding of and a commitment to the need for confidentiality.	A, I	X	
A willingness to increase knowledge and understanding of issues through reading, discussion and training.	A, I	X	

A willingness to contribute constructively to the annual review of their role as Panel Chair.	A, I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.