

## JOB DESCRIPTION

<b>Post Title</b>	<b>Panel Vice Chair</b>
<b>Date of Compilation</b>	<b>June 2017</b>
<b>MAIN AREAS OF RESPONSIBILITY</b>	
<ul style="list-style-type: none"><li>• To act as a member of the Fostering Panel and to undertake and fulfil the requirements and functions of the Fostering Panel as described in the Fostering Services (England) Regulations 2011 (amended July 2013), The National Minimum Standards 2011 and The Children Act 1989 Guidance and Regulations Volume 4: Fostering Services.</li><li>• To chair Panel meetings in the absence of the Panel Chair 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.</li></ul>	
<b>OUTLINE OF MAIN DUTIES</b>	
<p><b>Panel Member Duties</b></p> <ul style="list-style-type: none"><li>• To read the circulated papers carefully before each panel meeting and be prepared to raise issues and to contribute to the panel discussion.</li><li>• To take responsibility for participating in the making of a recommendation on each case, drawing on both personal and professional knowledge and experience.</li><li>• To be available to attend panels on a regular basis.</li><li>• To participate, with other Panel members, in advising on policy and procedural matters as required.</li><li>• To address diversity issues and promote anti-discriminatory practice at all times.</li><li>• To safeguard the confidentiality of all Panel papers and Panel discussions.</li><li>• To participate in Panel induction and in Panel training which will be at least one day per year.</li></ul> <p><b>Vice Chair Duties</b></p> <ul style="list-style-type: none"><li>• In the absence of the Panel Chair, to chair meetings.</li><li>• 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.</li><li>• To ensure that all those attending Panel are treated with respect and courtesy.</li><li>• 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 and agreeing draft minutes with other panel members before they are sent to the decision maker.</li><li>• To liaise with the decision maker and with other senior managers as required and to ensure, along with the Panel Advisor, that senior managers are aware of issues of concern in relation to individual cases and to more general matters.</li></ul>	

## PERSON SPECIFICATION PANEL VICE CHAIR

### Experience and Qualifications

- Experience, either professionally or personally or both, of the placement of children in foster families or of children being cared for away from their birth family.
- Experience of chairing meetings.
- A social work qualification will be necessary for certain Panel members.

### Knowledge

- An appreciation of the effect of separation and loss on children.
- Awareness of the richness of different kinds of families and their potential for meeting children's needs.
- Understanding of the purpose and function of the Panel and of the agency which the Panel is serving.

### Abilities

- Good listening and communication skills.
- The ability to read, process and analyse large amounts of complex and sometimes distressing information.
- 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 Panel.
- The ability to use personal and/or professional knowledge and experience to contribute to discussions and decision-making in a balanced and informed manner.
- The ability to work co-operatively as part of a multi-disciplinary team.

### Attitudes

- A commitment to fostering as a way of meeting a child's needs where this appears to be in the child's best interests.
- 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.
- An understanding of, and commitment to, the need for confidentiality.
- A willingness to increase knowledge and understanding of issues through reading, discussion and training.