



Coventry City Council

Job Description

Job Title: Fostering- Independent Panel Chair

Job Number:

Service: Children's Services

Location: Virtual

This position is paid on a sessional basis at £550 per panel chaired (usually 3 per month)

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

The Independent Fostering Panel Chair is appointed in accordance with the Fostering Regulations 2011 [Regulation 23 (4)]. Coventry's Fostering Service is required to establish a Fostering Panel and appoint an Independent Chair of this Panel.

Main Duties and Responsibilities

To chair panel meetings, ensuring that all items of business are covered and that the panel operates in accordance with the Fostering Regulations and Fostering National Minimum Standards and the policies and procedures of the agency.

To prepare for panel meetings, reading panel papers carefully, identifying key issues and alerting the fostering panel advisor of any issues or omissions that might lead to a deferment at panel.

To attend panel regularly at a level of frequency mutually agreed between the panel member and the agency/service (a minimum of 75% of annual panels)

To be prepared to attend additional panels if possible and if requested

To facilitate the active participation of all panel members in the consideration of recommendations at Fostering Panel.

To ensure that Panel members consider only those matters that pertain to duties, functions and business of the Panel.

To ensure that recommendations made are clear, evidence based and the reasons for these recommendations are clearly recorded.

To ensure that all those attending panel are treated with respect and courtesy.

To promote anti-discriminatory practice at all times.

To quality assure panel minutes for accuracy and ensure that these thoroughly record the panel discussions and recommendations.

To liaise with the Agency Decision Maker and with other senior managers as required.

To ensure, along with the agency advisor, that senior managers are provided with feedback from the panel in relation to both individual cases and to more general matters.

To be involved in the recruitment and appointment of central list and panel members and in any consideration about terminating the appointment of a member.

To undertake appraisals of central list panel members, with the agency advisor, at least annually.

To assist in developing, promoting and monitoring policies and procedures and the quality of practice in the fostering 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.

To be involved in:

- deciding whether a case is adequate for submission to 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

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: None

Responsible to: This role is independent of the council but overseen by the Fostering Agency Decision Maker

Date Reviewed: October 2022



Coventry City Council

Person Specification

Job Title:	Fostering – Independent Panel Chair
Service:	Children's Services
Location:	Broadgate House This position is paid on a sessional basis at £550 per panel chaired (usually 3 per month)

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Knowledge of anti-discriminative practice
	<ul style="list-style-type: none"> • Understanding of child and young people's development and the effect of separation, loss and abuse on children
	<ul style="list-style-type: none"> • Knowledge of current Child Protection Procedures
	<ul style="list-style-type: none"> • Knowledge of Fostering Regulations and National Minimum Standards and the legislative framework for the work of the panel
	<ul style="list-style-type: none"> • Knowledge of the role of a foster carer, the requirements of foster carers and motivations to foster
	<ul style="list-style-type: none"> • Knowledge of the purpose and function of Fostering Panel
	<ul style="list-style-type: none"> • Knowledge of the skills required to care for children effectively

Skills and Abilities:	<ul style="list-style-type: none"> • An ability to chair complex meetings effectively and with authority
	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal
	<ul style="list-style-type: none"> • Excellent interpersonal skills
	<ul style="list-style-type: none"> • The ability to facilitate the active participation of all panel members in contributing to the panel's consideration of cases and recommendations
	<ul style="list-style-type: none"> • Able to confidently present to audiences, meetings, groups and individuals
	<ul style="list-style-type: none"> • The ability to manage the expression of strongly held but possibly conflicting views by panel members and to help the panel to reach a recommendation which takes account of all these views.
	<ul style="list-style-type: none"> • The ability to take up issues as required with the agency, liaising with the decision-maker and other senior managers
	<ul style="list-style-type: none"> • Able to develop and maintain positive, professional relationships with foster carer applicants and families.
	<ul style="list-style-type: none"> • Able to engage with potential and approved foster carers from a range of diverse backgrounds and experiences.
	<ul style="list-style-type: none"> • The ability, working with the agency adviser, to review each panel member's performance when required, and at least annually, ensuring that this is a helpful and constructive process for both the panel member and the panel as a whole

	<ul style="list-style-type: none"> • Ability to form positive working relationships with other professionals
	<ul style="list-style-type: none"> • The ability to ask questions that are relevant, sensitive, diplomatic and appropriate

Experience:	<ul style="list-style-type: none"> • Experience of working with children & young people • Experience of dealing professionally with customers • Experience, either professionally or personally or both, of the placement of children in foster families and of children being cared for away from their birth family. • Experience of chairing complex meetings.
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Attitudes:	<ul style="list-style-type: none"> • A commitment to keeping children within their own family or community where this is possible and to maintaining contact between children living in foster families and their birth families where this appears to be in the child's best interests. • 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 a commitment to, the need for confidentiality. • A willingness to increase knowledge and understanding of issues through reading, discussion and training. • A willingness to contribute constructively to the annual review of their role as panel chair.
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed: October 2022