

Role profile

Job Title:	Fostering and Permanence Panel Co-Ordinator	Grade:	7
Department:	Safeguarding and Support- Children in Care	Post no.:	
Directorate:	Children and Families	Location:	Perceval House
Role reports to:	Business Support Management team		
Direct reports:	N/A		
Indirect reports:	N/A To assist in the induction of CIC Children' service staff		

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- Ealing Council is a Fostering Service provider. Decisions regarding the approval of prospective foster carers and the placement of children are made following the recommendations of the Fostering panel.
- Fostering and Permanence panels consist of multi- disciplinary bodies that can act with independence to provide thorough, and critical consideration of all cases presented with recommendations to the Agency Decision Maker
- The aim of the panel is to ensure the provision of a high-quality service that safeguards and promotes the welfare of children looked after by the local authority and in need of fostering and permanence. In all matters the panels will hold the welfare of children to be paramount. In line with the Children Act 1989 and 2004 and The Fostering Services (England) Regulations 2011.
- The key purpose of this role is to manage all aspects of co-ordinating and managing preparations and full minuting service to the Fostering Panel. Frequency is determined by activity but will be at least monthly
- To co-ordinate and manage the cases put forward to the ADM Permanence Decision Panel. Frequency is determined by activity and will usually be fortnightly

- To produce detailed reports and necessary data and statistics to support the performance team with DFE and Ofsted dataset returns within statutory timeframes
- To provide an efficient and effective business support service to allocated teams within Children's Services area. with responsibility for delivering tracking outcomes against Fostering and permanence targets on behalf of the service and the Performance Management team.
- To provide a professional, customer centred information, advice, and contact recording service and to manage data and information sensitively, maintaining a high level of confidentiality at all times in line with Data protection legislation and the Council's records Management policies and guidelines.

Key accountabilities

- To provide a comprehensive and confidential business support to both the Fostering and Permanence Panel and ADM Permanence Decision service Maker with responsibility for delivering tracking outcomes against Fostering and Permanence targets on behalf of the service.
- Responsible for implementing, maintaining, and reviewing systems to ensure dates of panels and initial review approvals are undertaken within agreed statutory timescales.
- To proactively maintain professional communication as the first point of contact for, panel chair, panel advisor and panel members. Communicate and liaise with social workers and managers to ensure all panel requirements are met. Notify social workers, panel members of panel schedules, deadlines and any changes to these.
- To ensure that the panel advisor and chair are briefed in advance of panel issues. To provide comprehensive support for panel meetings, drafting agenda, booking venue, taking complex confidential minutes. Provide full records of panel business, including any recommendations and being responsible for ensuring minutes are ratified and sent out within national minimum standards timescales.
- To be responsible for maintaining the central list of members, records, confidentiality agreements and ensure that any statutory checks are kept current. Maintain the records of panel members, their terms conditions and terms of appointment and confidentiality agreements.
- To ensure that Mosaic Workflow is completed promptly Post Panel and all Panel documentation is uploaded in a timely manner.

- To produce all Post Panel documentation confirming the outcome and liaising with other professionals to ensure that Statutory notification timescales are met
- To ensure that Panel members invoices are submitted to payroll and records are maintained
- To advise on the administrative processes associated with the Panels and implement new procedures that affect the administrative process.
- Responsible for the booking of venues for the Fostering & Permanence Panel meetings.
- Responsible for providing support, advice and guidance to Children's Services staff and independent professionals on the Fostering and Permanence panel process. To highlight identified needs and refer appropriately to the Training Team and/or the team manager.
- To prepare and distribute agendas, copies of the cases being presented, and other relevant documentation to attendees.
- To prioritise work as necessary to meet the deadlines of the section.
- Responsible for the collection, compilation and maintenance of management information systems for monthly reporting.
- Responsible for the gathering, maintaining and updating information of any new children or carers who are to be placed or withdrawn on to the Permanence and Foster carer Register.
- To process and maintain accurate client records, both manual and computerised, in line with departmental procedures.
- Responsible for maintaining panel members records, including processing invoices, DBS applications and arranging appraisals.
- Responsible for creating the yearly rota for Panel members.
- Responsible for creating the annual panel dates and deadlines tracker for all stages of the pre, during and post panel process in line with statutory timeframes.
- To process and distribute appropriately incoming and outgoing correspondence. To ensure that post is allocated for action in staff absence.
- To deal with telephone callers, take accurate telephone messages, appraise and action emergencies and duty calls. To collect visitors from Reception.

- To confidently use Microsoft Office packages and to have a fast and accurate typing speed.
- To maintain a stock of appropriate stationery and forms.
- To be responsible for the basic monitoring of office equipment.
- To have due regard to Health & Safety of self, staff and members of the public visiting the office and have responsibility for bringing matters of concern to the attention of the line manager.
- To carry out all duties and responsibilities with due regard to the Council's Equalities & Diversity Policy, Health & Safety, Customer Care requirements and within all legislative, regulatory and departmental policies.

Finance

- To ensure that purchase order/ requisitions/sundry debtor invoices are raised promptly, and the status of invoice payments are monitored so that all invoices are paid within the Council's payment terms resolving payment queries with the Central Payments team and supplier

General

- To promote and comply with Council and Departmental policies and procedures such as Code of Conduct, Equality & Diversity and Health & Safety and to undertake all duties with due regard and compliance to GDPR and to maintain confidentiality at all times
- To assist the Team Manager (Business support) in reviewing, modifying and implementing systems as and when required.
- To undertake training and constructively participate in meetings, supervision, seminars and other events designed to improve communication and service delivery.
- To assist in the induction training of Children's Services staff, as appropriate.
- To always ensure confidentiality adhering to the Data Protection Act.
- To undertake other duties appropriate to the role commensurate to the grade as directed.
- To contribute to the appraisal process by taking responsibility to achieve agreed objectives and targets within determined timescales.

Key relationships (internal and external)

- Professional and voluntary organisations and agencies
- Social work teams
- Service delivery departments and teams
- Customer Services
- Members of the public
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Authority level

- N/A

Person specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Candidates, please address the criteria marked with a ** only, in your supporting statement. Please give examples of how you meet these criteria.

Essential knowledge, skills and abilities

1. Experienced of taking in-depth, detailed and accurate minutes of meetings and ensuring these are distributed within agreed timescales. **
2. Ability to communicate effectively both in writing & orally in order to deal with correspondence & enquiries from members of the public, staff, independent Panel members and other agencies in line with the Council's Customer Care procedures and within an Equality and Diversity framework. **
3. Experience in providing a full administrative service at meetings which must include setting up meetings, co-ordinating attendance of panel members and ensuring all relevant paperwork is prepared/available for each meeting. **
4. Ability to prioritise and work to deadlines. **
5. Skills in the use of word-processing, spreadsheets and databases, with a fast and accurate typing speed.
6. Experience in raising requisitions and processing invoices using a computerised accounting system.
7. Ability to assess and analyse information for accuracy, data quality and consistency and the ability to manipulate a database/spreadsheet to provide information/reports. **
8. Ability to work as part of a team.
9. Ability to devise, implement, maintain and review office systems both manual and computerised.
10. Ability to work within and interpret policies, procedures and legislation, including requirements under the Health and Safety at Work Act.

11. Ability to appreciate the need for confidentiality.

12. Ability to record accurate messages and take appropriate action

Essential qualification(s) and experience

1. Substantive administrative experience to include arranging/booking meetings.
2. Ability to take detailed accurate minutes.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards