Staffordshire Foster Panel Independent Vice

Chair

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

e.g. *People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire’s communities.*

Reporting Relationships

Responsible to: Fostering Panel and Approval Team Manager

Key Accountabilities:

1. To be available to Chair panel meetings as scheduled and to be available to step into the Chair Role as and when required (with minimal notice if necessary).
2. To chair panel meetings, 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.
3. To prepare for panel meetings, reading panel papers carefully, identifying key issues and liaising with the agency panel adviser if necessary if there are any concerns regarding paperwork being not being adequate for panel.
4. 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.
5. To ensure that all those attending panel are treated with respect and courtesy.
6. To address diversity issues and to promote anti-discriminatory practice at all times.
7. 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 before they are sent to the agency decision maker.
8. To liaise with the decision-maker and with other senior managers as required.
9. To ensure, with the agency panel adviser, that senior managers are aware of issues of concern, in relation both to individual items and to more general matters.
10. To constructively participate in the yearly central list membership appraisal.
11. To assist in developing, promoting and monitoring policies and procedures and high standards of work in the fostering service.
12. To participate in the training for central list members at least once a year.
13. To safeguard the confidentiality of all panel papers and panel discussions.
14. 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;

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through: working with the Panel Manager, Panel Advisors, Agency Decision Maker and Panel Chair

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * 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. |  |
| **employer_small** | **Knowledge and Experience**   * Experience of chairing complex meetings. * An appreciation of the effect of separation and loss on children. * An awareness of the richness of different kinds of families and their potential for meeting children’s needs. * An understanding of the purpose and function of the panel and of the agency which the panel is serving. * An understanding of the fostering process and practice and of the legislative framework for the work of the panel, or the capacity to develop this knowledge quickly. |  |
| **employer_small** | **Skills**   * The authority and competence to chair a panel, ensuring that the business is covered and that the panel operates in accordance with regulations and the policies and procedures of the agency. * Excellent interpersonal and listening skills and the ability to communicate well and clearly both verbally and in writing. * The ability to identify key issues and possible solutions and to communicate these clearly. * The ability to facilitate the active participation of all panel members in contributing to the panel’s consideration of cases and recommendations. * The ability to ensure that attendees at panel are enabled to contribute and respond to discussions. * 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. * The ability to take up issues as required with the agency, liaising with the decision-maker and other senior managers. * The ability, working with the professional adviser, to review each panel member’s performance both 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. |  |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**