

Chair of Adoption and Permanence Panel

PROTOCOL AND AGREEMENT –

THE AGENCY MUST APPOINT A PERSON TO CHAIR THE PANEL, FROM THE ‘CENTRAL LIST’, BEING AN INDEPENDENT PERON (AAR 3.7) WHO HAS THE SKILLS AND EXPERIENCE NECESSARY FOR CHAIRING AN ADOPTION AND PERMANECE PANEL. THIS INCLUDES:

- The authority and competence to chair a panel
- The ability to analyse and explain complex information
- The ability to identify key issues, problems and solutions
- Excellent interpersonal, oral, and written communication skills

THE PANEL CHAIR MUST HAVE:

1. Proven ability to chair professional meetings
2. Management experience within the framework of a complex organisation
3. A working knowledge of the current child care agenda
4. Understanding of child care legislation especially as it affects adoption and the ability to translate this on behalf of panel members
5. A thorough understanding of the nature and complexity of adoption, adoption practice and effects.
6. A thorough understanding of the Adoption: Regulation’s, guidance , Standards and Inspection criteria and their impact on the agency

THE PANEL CHAIR AGREES TO:

- Ensure that the welfare of children is paramount when considering any recommendation

1. Personal responsibilities

- Aim to attend 90% of the meetings of Panel but with a minimum of 75% attendance at all panel meetings.
- Be prepared to Chair at short notice or before the next scheduled meeting to deal with urgent cases to avoid delay.
- Ensure that time is set aside following panel (when to be agreed with agency) to approve final version of panel minutes.
- Ensure that Panel meetings commence promptly at the agreed time.
- Inform the Adoption Service immediately they become aware of their likely absence from an adoption panel meeting.
- Quality assure reports and cases submitted to panel and feedback to agency.
- Inform the Adoption Service immediately they become aware of a close personal or close professional relationship with one of the cases due to be discussed at panel, and undertake not to read any documentation, take part in any discussion or decision pertaining to such cases.

- Read all panel papers and make preparations prior to the panel meeting
- Ensure that all panel documentation and information is kept securely and destroyed when appropriate
- Ensure that Panel members are aware that personal information and confidentiality will be respected; information made available to adoption panel members will not be discussed outside panel meetings
- Ensure minutes are accurate and clearly cover the key issues and views expressed by panel members and record the reasons for recommendations.

CHAIR OF ADOPTION AND PERMANENCE PANEL

2. Managing meetings

- Ensure that the individual needs of children, including ethnic, racial, cultural, educational, religious and health needs, are addressed before reaching any recommendations
- Ensure that the views of all those concerned in the process have been obtained and addressed
- Demonstrate a sensitive and objective approach to those attending panel, both applicants and workers presenting cases
- Value the input of other panel members and respect their views and recognise that panel member's views have equal value.
- Demonstrate in their practice a commitment to equal opportunities and anti-discriminatory practice.
- Ensure with Legal Adviser and Agency Adviser that all relevant information and reports are available to enable panel to come to a considered and informed recommendation.
- Encourage panel members to make recommendations based upon objective analysis and evaluation of full information, rather than personal opinions or experiences.
- Ensure that panel recommendations are not conditional or "in principle"
- Ensure that Panel recommendations are clear and the reasons for making them are explicit.
- Ensure medical advice for Adopters makes written comment on smoking, alcohol, weight, etc. and the applicant's ability to parent an adopted child throughout their childhood to adulthood.
- Ensure quality assurance role of panel is undertaken. Record the quality of reports presented, timescales and where timescales are not met record why.
- In the case of dissent, to encourage members to reach a consensus, to ensure that any dissent is clearly recorded
- Ensure that written minutes and recommendations are accurate and cover key issues and views of Panel members.

3. Panel development, performance management and training

- Attend at least one panel training day per annum and undertake any additional training as determined by the Agency
- Together with Agency Adviser, conduct a performance review of all panel members' performance against set expectations.
- Co-operate with their own annual performance appraisal
- Attend any panel business meeting, consultation with panel manager and any other adoption Forum relevant to their position

- Be available for consultation about agency policy and practice and contribute to the development of procedures.
- Chair to be responsible with assistance from the Agency Adviser for producing a formal six monthly report to the Agency '**Panel Quality Assurance Feedback Report for the Agency**' demonstrating appropriate governance at all levels, this report should include:
 - Timescales for:
 - Children presented for 'should be placed for adoption recommendation' (SBPFA),
 - Children SBPFA and match
 - Adopters, approval and match
 - Where timescales not met clarification of why not e.g. care planning issues (delay)
 - Comment on the quality and consistency of the reports presented to panel
 - Whether the requirements on the Preparation of Adoption Report Regulations 2005 are met.
 - Whether there is a thorough, rigorous, consistent and fair approach across the service in the assessment of whether a child 'should be placed for adoption', the 'suitability of prospective adopters' and the proposed placement.

CHAIR OF ADOPTION PANEL

4. Conditions of appointment

- There is no restriction regarding period of tenure
- The panel chair may resign by giving three months' notice in writing of their intention.
- The adoption agency may give three months' notice in writing with reasons to the panel Chair of their intention to rescind the contract
- Agree to a CRB disclosure being renewed every 3 years.

Signed.....

Date

THE AGENCY AGREES:

- To ensure that Panel papers are quality assured and within timescales (where timescales have not been met a note of why they have not been met is submitted with the panel papers) prior to being distributed to Panel
- To ensure that panel papers are circulated a minimum of 5 days prior to Panel
- That supplementary papers will not be tabled without prior agreement of the chair
- To ensure that administrative support to Panel is adequate to cover the work.
- Ensure that panel minutes are agreed by panel members, and presenting social workers (relevant sections), and sent to chair to enable chair to agree **final** version.
- Agency decision to make decision, within 7 working days of receiving the final set of panel minutes.
- To set panel dates, business meetings as appropriate and with adequate warning

THE AGENCY IS REQUIRED TO APPOINT ONE OR UP TO TWO VICE CHAIRS WITH THE NECESSARY SKILLS AND EXPERIENCE TO DEPUTISE FOR THE PANEL CHAR. THE VICE CHAIRS MUST BE ON THE CENTRAL LIST, THERE IS NO REQUIREMENT FOR THE VICE TO BE INDEPENDENT.

SIGNED ON BEHALF OF THE AGENCY

Signed

Date



CENTRAL LIST ADOPTION AND PERMANENCE PANEL MEMBERS

PROTOCOL AND AGREEMENT –

ADOPTION AND PERMANENCE PANEL MEMBERS WILL BE EXPECTED TO:

- To be available to attend a minimum of 75% of all adoption and permanence panel meetings when requested.
- Be prepared to attend panel at short notice or before the next scheduled meeting to deal with urgent cases to avoid delay.
- Set time aside following panel to give amendments and agree panel minutes, to enable agency decision in accordance with regulations.
- Be punctual, as time keeping is of great importance
- Inform the Adoption Service immediately they become aware of their likely absence from an adoption panel meeting.
- Inform the Adoption Service immediately they become aware of a close personal or close professional relationship with one of the cases due to be discussed at panel, and undertake not to read any documentation pertaining to such cases.
- Read all panel papers prior to the panel meeting and through relevant questioning participate and contribute positively to the adoption panel discussions.
- Ensure that all panel documentation will be kept in a secure place and returned for destruction after the relevant panel
- Ensure that personal information and confidentiality will be respected; information made available to adoption panel members will not be discussed outside panel meetings.
- Demonstrate a sensitive and objective approach to users, workers presenting cases and other panel members.
- Ensure that the ethnic, racial, cultural, educational, religious and health needs of children are addressed before reaching any recommendations
- Recognise that panel member's views have equal value.
- Put the welfare of children first when considering any recommendation, i.e. to consider the welfare checklist at sec1 of Adoption and Children Act 2002- attached at appendix 1 of this document
- Take into account the views of both parents and children (where appropriate) before reaching any decision. Demonstrate an understanding of the needs of children in the adoption planning process.

- Demonstrate an understanding of and commitment to the positive value of adoption for children who are unable to remain with their birth families.
- Demonstrate a commitment to equal opportunities and anti-discriminatory practice.
- Make recommendations based upon objective analysis and evaluation of full information.
- Make comment upon the quality and timeliness of the reports presented
- Declare their views on every application **with reasons**, and then, where possible, achieve a consensus, recognising that dissenting views will be separately recorded in the minutes of each panel meeting.
- Attend at least one training day per year and undertake any additional training as determined by the Agency Adviser
- Participate in the annual appraisal undertaken by the Panel Chair and the Agency Adviser

WHEN DECLARING YOUR VIEWS ABOUT ANY APPLICATION:

- **Clearly state whether you agree or disagree with the application under consideration.**
- **Specify your own reasons for agreeing or disagreeing with a recommendation do not merely agree with the person before you.**

CONDITIONS OF APPOINTMENT

- There is no restriction regarding period of tenure
- A person who is included in the Central List may at any time ask to be removed from the Central List by giving one month's notice in writing
- The adoption agency may remove a person's name from the Central List by giving them one month's notice in writing with reasons.
- **Agree to a CRB disclosure being renewed every 3 years.**

AGREEMENT

Signed

Date

THE AGENCY AGREES:

- To ensure that Panel papers are quality assured prior to being distributed to Panel
- To ensure that panel papers are circulated a minimum of 5 working days prior to Panel
- That supplementary papers will not be tabled without prior agreement of the chair
- To ensure that administrative support to Panel is adequate to cover the work.
- To ensure that panel minutes will be available (as agreed) to panel member to enable the decision to be made in accordance with regulations.
- To set panel dates, business meetings and training dates in good time

SIGNED ON BEHALF OF THE AGENCY

Signed

Date

ADOPTION AGENCY REGULATIONS

1. In coming to a decision relating to adoption, the court or adoption agency must bear in mind that:
 - The paramount consideration must be the welfare of the child throughout his life
 - In general, any delay in coming to a decision, is likely to prejudice the child's welfare

2. The Welfare Checklist

This report must take in to account

- (a) The ascertainable wishes and feelings of the child regarding the decision, taking in to account their children's age and understanding
 - (b) The child's particular needs
 - (c) The likely effect on the child (throughout his life) of having ceased to be a member of the original family and become an adopted person.
 - (d) The child's age, gender and background and any of the child's characteristics which the Court or agency considers relevant
 - (e) any risk or harm(within the meaning of the Children Act 1989)(c41) which the child has suffered or is at risk
 - (f) the relationship the child has with relatives, and with any other person in relation to whom the court or agency considers the relationship to be relevant, including -
 - (i) the likelihood of any such relationship continuing and the value to the child of it doing so,
 - (ii) the ability and willingness of any of the child's relatives, or of any such person, to provide the child with a secure environment in which the child can develop, and other wise to meet the child's needs
 - (iii) the wishes and feelings of any of the child's relatives, or any such person, regarding the child.
3. In placing a child for adoption the adoption agency must give due consideration to the child's religious persuasion, racial origin and cultural and linguistic background
 4. The court or adoption agency must always consider the whole range of powers available to it in the child's case(both A&C Act 2005 and Children Act 1989) the court must not make an order under this Act unless it considers that making an order would be better for the child than not doing so.

3. PROTOCOL AND AGREEMENT – AGENCY ADVISER TO ADOPTION PANEL

ROLE AND PERSON SPECIFICATION

JOB TITLE: Agency Adviser (Adoption Panel)

REPORTS TO: Agency Decision Maker

The Agency Adviser must be a social worker with at least 5 years relevant post qualification experience and relevant management experience. Management in this context means experience as an Adoption Team leader or a person with more senior management experience.

If the identified Agency Adviser cannot attend a meeting of the panel, a substitute Adviser must deputise as necessary.

SUMMARY:

- (a) To act as Agency Adviser to the Adoption and Permanence Panel(s), through the provision of advice to the Panel, concerning
 - the agency's procedures and practices
 - Government guidelines e.g. The Adoption and Children Act 2002; The Adoption Support Regulations etc
 - The impact on the agency of any recommendations made by the panel
- (b) To assist the Agency with the maintenance of a list of persons who are considered suitable to be members of the adoption panel, (the 'Central List') and the constitution of the adoption panel. There is no limit to the number of persons on the Central List and no tenure of office.
- (c) To assist the agency with the appointment, termination and review of Central List members.
- (d) To be responsible for the induction and training of Central List members.
- (e) To be responsible for liaison between the agency and the adoption and permanence panel and update the panel on the general progress of cases it has considered.
- (f) To be responsible, with the Panel Chair, for monitoring, recording and reporting on agency and panel performance.
- (g) To be responsible for the administration of the adoption panel
- (h) To quality assure papers prepared for Panel and to consult with the chair if there are concerns about the quality of paperwork.
- (i) To contribute to effective decision-making in child care planning, ensuring that children with an adoption plan are progressed through the process appropriately;

DUTIES AND RESPONSIBILITIES:

1. Ensure with Legal Adviser and Chair, that all available, relevant information and reports are available to enable panel to come to a considered and informed recommendation.
2. To assist Chair in the preparation of a six monthly formal report to the Agency, '**Panel Quality Assurance Feedback Report for the Agency**' demonstrating appropriate governance at all levels, this report should include:
 - Timescales for:
 - Children presented for 'should be placed for adoption recommendation' (SBPFA)
 - Children SBPFA and match
 - Adopters, approval and match
 - Where timescales not met clarification of why not e.g. care planning issues (delay).
 - Comment on the quality and consistency of the reports presented to panel
 - Whether the requirements on the Preparation of Adoption Report Regulations 2005 are met.
 - Whether there is a thorough, rigorous, consistent and fair approach across the service in the assessment of whether a child 'should be placed for adoption', the 'suitability of prospective adopters' and the proposed placement.
3. To offer professional advice and guidance to the panel, when asked, and contribute to training on adoption practice, policy, standards and regulations to Panel members, social workers and managers throughout Children and Families services and those from other agencies involved in the adoption process.
4. To brief the Chair of the Panel prior to each meeting. To attend Adoption and Permanence panel as Agency Adviser and where appropriate brief the Agency Decision-Maker, following up practice and policy issues with social workers and managers as required.
5. Through the appropriate recruitment, induction, training and monitoring of Panel activity and members, to ensure that acceptable standards of adoption practice are maintained in the context of the Adoption and Children Act 2002 and the National Adoption Standards.
6. To maintain an overview of the quality of agency reports and assessments, including the child's permanence report, the prospective adopter's report and the adoption placement report, to liaise with team managers and identify issues requiring further training and skills development.
7. To consult with the adoption panel chair where there are concerns about a report, so as to make a decision as to whether it is adequate for submission
8. To be a focus and reference for children's services staff in relation to the adoption panel policies, procedures and expectations
9. To monitor the progress of children with an adoption plan through the adoption process to ensure that plans are progressed in accordance with the children's needs and National Standards
10. To collate agency adoption statistics and provide the Panel with regular up dates about the progress of cases considered and panel activity



PERSON SPECIFICATION - AGENCY ADVISER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"> • CQSW/DipSW or equivalent registration as a social worker with the General Social Care Council 	PQ Child Care Award or equivalent or MSc in Social Work (Children and Families)
EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of 5 years' relevant, post qualification experience, of working in children and families services. • Experience of evaluating, reviewing and monitoring the work of others • Experience of directly contributing to practice development • Relevant experience of management in children and families services 	<ul style="list-style-type: none"> • Experience of advising and/or having presented cases to adoption panels. • Experience of managing adoption/fieldwork services • Family Placement work to go in desirable • Experience of having undertaken family placement work
KNOWLEDGE:	<p>A high level of working knowledge of The Children Act 1989, Adoption Act 1976, The Adoption and Children's Act 2002, AAR 2005, Adoption Agencies and Independent Review of Determinations (amendment) Regulations 2011, Adoption Guidance Adoption NMS 2011, Placement of Children Regulations, Child Care Regulations, Up-to-date knowledge of research.</p> <p>Knowledge of corporate procedures and practice, especially those relating to Looked After Children, Children in Need and Children in the Child Protection System</p> <p>Understanding of recent Government initiatives in child care planning</p> <p>Cont/-</p>	Foster Placement Regulations Code of Practice for Fostering

<p>SKILLS/ ABILITIES:</p>	<p>Ability to communicate effectively with service-users and colleagues and to build effective partnerships internally and with external agencies</p> <p>Ability to communicate effectively with panel members and social workers from other agencies egg Medical Advisers, Members, Senior Managers</p> <p>Risk assessment skills Good analytical skills Ability to work to tight deadlines Awareness of Quality Assurance issues Good negotiating skills Recruitment, training and development skills Management skills</p>	<p>Ability to oversee, monitor and review processes and prioritise accordingly</p> <p>Computer literacy</p>
<p>PERSONAL ATTRIBUTES:</p>	<p>Discretion Commitment to Equal Opportunities Professional credibility Initiative Good health Energy/enthusiasm Flexibility</p>	



LEGAL ADVISER TO ADOPTION AND PERMANENCE PANEL

PROTOCOL AND AGREEMENT –

- The primary function of the legal adviser will be to attend Adoption and Permanence Panel meetings in person as and when required and provide legal advice as appropriate.
- Where applications are made to the Adoption Panel that adoption is to be recommended for a child (ren), it is expected that the legal Adviser responsible for the case will provide information for the adoption panel via the nominated legal adviser who will be present at the Panel meeting.
- There will be other occasions when legal advice will be required, including matching, policy matters, procedures and individual complex cases. This may be when panel members recommend that an application does not proceed or that applicants are not suitable as prospective adopters. The legal adviser will assist the Adoption Service when panel members are minded to reject an application and on any matter related to the Independent Review Mechanism.

THE LEGAL ADVISER AGREES TO:

- Assist Adoption and Permanence Panel members to make recommendations based on all information available, this will include legal advisors ensuring that Agency Advisor, Chair and Adoption and Permanence Panel are fully informed regarding the number and type of reports available about a case before the panel and which reports should be available to panel to ensure Re.B compliance.
- Aim to attend all adoption panel meetings punctually or to ensure that a fully briefed substitute adviser is present
- Read all documents before each adoption panel meeting
- Ensure that the correct legal protocols have been followed.
- Ensure that the panel conducts itself within the rules of natural justice, has regard to the Human Rights Act and any other relevant legislation.
- Ensure that panel members are reminded of their legal responsibilities and any restrictions on them in making their recommendations
- Bring to the attention of the Agency Decision Maker any legal factors to which he/ she should have regard in carrying out his/ her functions.
- Aim to attend all adoption and permanence panel business meetings and at least one panel training event per year
- Ensure that the matters considered by the adoption and permanence panel are treated with the utmost confidentiality and that papers are destroyed when no longer needed.

Signed

Date

MEDICAL ADVISER TO ADOPTION AND PERMANENCE PANEL

PROTOCOL AND AGREEMENT –

THE AGENCY MUST APPOINT AT LEAST ONE REGISTERED MEDICAL ADVISER.

The medical adviser shall be consulted in relation to the arrangements for access to, and disclosure of, health information, which is required or permitted by virtue of AAR, for sound recommendations to be made in the cases of children for whom adoption is the plan and prospective adopters.

THE MEDICAL ADVISER AGREES TO:

- Attend at least **75%** of all adoption and permanence panel meetings.
- Provide written information for panel about the cases presented in the event of not being able to attend panel
- Carry out pre-adoption medicals for looked after children for whom adoption is a consideration, or arrange for another physician to carry out the medical.
- Provide the adoption agency with the health information necessary for the completion of the child's permanence report, outlining health issues, behavioural issues, the child's health needs, implications for the future care of the child particularly in relation to the child's history, emotional deprivation or neglect and attachment issues
- Consider all adult medicals in respect of prospective adoptive parents, and request further information from general practitioners or specialists as required.
- Complete a summary of the health issues in relation to each prospective adoptive applicant, making written comment on smoking, alcohol, weight, etc. and the applicant's ability to parent an adopted child throughout their childhood to adulthood.
- Interpret any significant issues in respect of the adult medical and advise Panel members accordingly.
- Liaise with the prospective adopters and to meet them where necessary, to discuss the background and health issues of the child and his / her birth family.
- Offer advice to Panel members in relation to specific health issues or medical conditions in respect of applicants. Provide advice in respect of prognosis, the implications of any likely future treatment especially that requiring hospital admission, the prospect of a recurrence or relapse and the implications for parenting a child by an applicant with a specific condition.
- Be available for consultation with social workers when they are completing reports on children.
- Provide a written summary to attach to the report for the court.

- Assist the Adoption Agency in the development of policy and procedures relating to medical and health issues.
- Attend adoption **business meetings** and training events.
- Take careful note of adoption support plans and raise any issues at Panel regarding the contents.
- Liaise with medical colleagues in other areas to ensure the continuity of medical care for children.
- Read all relevant documentation prior to each Panel meeting.
- Ensure that confidentiality is respected and that panel documentation is kept in a locked cabinet prior to each panel meeting

Signed.....

Date



ADOPTION AND PERMANENCE PANEL: 'CENTRAL LIST' MEMBER'S INFORMATION PACK

CONTENTS *the following are suggestions*

Welcome letter from Head of Service

1. Adoption Panel Membership (with photos)
2. Agency Adopters eligibility criteria
3. Adoption Panel Procedures
4. Adoption Panel code of practice and members agreement
5. Role of specialist advisers at panel: agency adviser; legal adviser; medical adviser
6. Role of agency decision maker
7. Guidance on issues to consider when deliberating on cases: welfare checklist
8. Permanence policy
9. Regional protocol on matching
10. Agency policy on adoption support
11. National Adoption Standards 2011
12. Agency Statement of purpose
13. Glossary and flow chart of the adopter assessment process
14. Prospective adopters information pack
15. Guidance to the Adoption Agencies Regulations 2005 amendment 2011
16. BAAF Effective Panels Update [2006]
 - including any helpful papers on issues i.e. race and ethnicity
17. Child Permanence report [blank copy]
18. Adoption placement report [blank copy]
19. Assessment of prospective adopters report [blank copy]
20. Information on The National Adoption Register
21. Inter Country Adoption – information update due
22. Useful web sites

REVIEW OF 'CENTRAL LIST' ADOPTION AND PERMANENCE PANEL MEMBERS

1. Introduction

An annual review of performance of all 'Central List' members is required by statutory guidance 2011, Adoption and Children Act 2002. This will be conducted by the Agency Adviser to the Panel and the Panel Chair. The Chair's performance review will be conducted by the Agency Decision Maker.

2. Frequency of Reviews

- (i) All Central List panel members must have their performance, training and support needs reviewed against 'Protocol and Agreement – 'Central List' Adoption Panel Members' annually. If required a review can be held before one year.
- (iii) Newly appointed Central List panel members should meet with the Agency Panel Adviser and Chair, to consider performance and any support needs during the early stages of their membership.

3. Purpose of Review

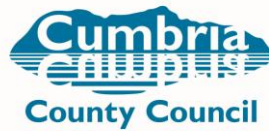
- (i) Panel members review provides the opportunity for members to consider:-
 - ◆ their own performance
 - ◆ Panel process, feedback to the Chair about factors which enhance or inhibit performance and contribution to Panel discussions
 - ◆ training/development opportunities
- (ii) The review enables the Agency Panel Adviser and Chair to:-
 - ◆ provide feedback to the Panel member about their contribution to Panel
 - ◆ consider training/development opportunities

4. Process for Review (Guidance 2011 1.3)

- (i) All Panel members must be given copy of the 'Protocol and Agreement – 'Central List' Adoption Panel Members' which sets out the mutual commitments and expectations of the Adoption Panel Member and the Agency.
- (ii) Panel members' performance will be reviewed against written objectives within the Protocol and Agreement, and agreed prior to appointment.
- (iii) Evaluation/feedback sheets from social workers and prospective adopters who attend Panel will also inform the review process.
- (iv) Panel members will complete a self-evaluation prior to the review meeting to contribute towards the process.

5. Recording of Reviews

- (i) Panel members will complete a self-evaluation document [annex 1]
- (ii) A written record of the review will be made and retained on the panel member's file. This should be signed by the Panel Member, Agency Panel Adviser and Chair [annex 2].



**SELF EVALUATION FORM
PANEL MEMBER**

Annex 1

What do you think are your strengths as a panel member?

Is there anything that you would like to change or improve in your performance as a panel member?

Do you have any suggestions about how this could be done?

Are there any factors which prevent you being as effective as you would like to be as a panel member?

Do you have any suggestions about how these could be addressed?

Is there any specific input or training which you would find helpful?

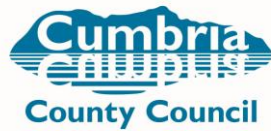
Do you have any comments about the general functioning of the panel?

Do you have any suggestions of how it could be improved?

Please comment on the strengths and any limitations of the panel and its membership.

Signed

Date



**ADOPTION AND PERMANENCE PANEL MEMBERS
REVIEW FORM**

Annex 2

NAME:

DATE OF REVIEW:

DATE OF FIRST PANEL MEETING:

EXPIRY OF TERM OF OFFICE:

REVIEW

Number of Panel meetings attended during the year:

Identify strengths as Panel member:

Areas for change and/or development by the Panel member:

How and when will they be achieved?

Any changes to be made by the agency:

How and when will they be achieved?

Training undertaken during previous year:

Training identified/planned:

Date of next review meeting:

Signed: (Panel Member)

Date:

Signed: (Agency Adviser)

Date:

Signed: (Panel Chair)

Date: