ADOPTION PANEL PROCESS - FLOW CHART

SW Contacts Adoption Panel Team to book a panel date. Panel Team check bookings diary for availability. Panel Team send SW email confirmation of booking and record in bookings diary SWs submits paper electronically, 10 days before distribution (Friday). Panel Team saves to file Paperwork is checked and copied and distributed to panel members who should receive it at least 5 days before panel date (sent Thursday/Friday) Adoption Panel is held at Rainbow House and Minutes are taken (Monday) Draft Minutes are written and sent to Chair and Panel Adviser for approval. Once returned they are sent panel members and social workers (normally by Friday after Panel) Panel Approved minutes are sent to ADM (normally by the following Monday after Panel) ADM emails Decision to panel team which is required by 7 working days after panel (Wednesday). Panel Team distribute email to SWs and Teams ADM Decision letters are sent to prospective adopters and birth parents (Wednesday/Thursday) Panel Minutes/ADM Decision and Correspondence uploaded to LCS **Summary of Panel Team Admin Tasks** Support Officer (SO) Senior Support Officer (SSO) **Adoption Panel:** Confirm and Record Bookings **Confirm and Record Adoption Panel Bookings** Check Paperwork collated by SO Send Reminder emails that Panel Papers Due Print and distribute legal advice Save paperwork received by email to file Order refreshments for panel Collate, send to Repro and Check Complex Panel Attend Panel and take minutes **Papers** Distribute minutes to Chair and Panel Adviser **Distribute Panel Papers** Once amendments received, send to panel Create and Distribute Agenda members and social workers. Send out invitations to Panel and cc SWs Send Approved minutes to ADM Respond to emails in Team Tray Distribute ADM Decision to teams Send electronic panel papers to Medical Adviser Send out ADM Decision Letters

Record Panel Meeting, Decision and Correspondence on LCS.

Cover for SO in absence

Respond to emails in Team Tray

Produce Stats

Update late papers spreadsheet

ADM Panel:

Manage ADM Panel Bookings diary

Confirm and Record ADM Bookings

Send Reminder that Panel Papers Due Save paperwork received by email to file Collate, send to Repro and Check Complex ADM Papers **Distribute ADM Papers** Create and Distribute Agenda Attend and records ADM Panel Meetings Copy type ADM Minutes into decision sheets Send draft decision sheets to ADM Distribute approved decision sheets to CSW, TM and Family Find Team Write to birth families Upload the approved decision sheets onto LCS Correspond with Teams when LCS tasks cannot be progressed Write to the ADM to advise when a record has been sent to her tray Respond to all ADM emails and in Team Tray File all Panel Papers

Update late papers spreadsheet