

Agency Decision Maker – process and required documentation

Adoption Central England (ACE) became live in February 2018. Since then some of the processes in regards to ADM for SHOPA and ADM matching have been changed.

The process outlined below will take immediate effect:

ADM SHOPA (Agency Decision Maker ratifies a plan of adoption - a child should be placed for adoption)

- **Child's social worker submits ADM folder** (Wednesday for a decision the following Wednesday) that contains CPR, carers report, pre-adoption medical, matching matrix, sibling information sheet and all assessments). **Please note it is no longer required to include child's best interest's form or birth relative needs forms.**
- The folder also contains re:BS checklist, the decision sheet, birth parent letter and delegated authority. **Child's SW needs to email the decision sheet to ADM's PAs Sandra Daniel and Roz Merali-Hosiene at the same time as handing the folder in.**
- ADM makes their decision, the PA will email the decision sheet and signed birth parent letter and delegated authority to Child's SW, Team Manager, Ruth Homer/Ruba/Simron.
- **Child's social worker records the ADM decision on Protocol, informing parents verbally of the decision within 2 working days, and sends the letter to birth parent/s advising them of the plan of adoption within 5 working days.**
- **Child's SW need to email the final version of the CPR and ADM decision outcome to legal services in order for them to draft a Placement Order application.**
- Customer Services/Admin – uploads letters to Protocol and updates protocol to the ADM decision.

ADM Matches (Agency Decision Maker ratifies a proposed match of child/ren to adopter/s)

- ADM will endeavour to have responded to panel recommendations within 10 days. Panel sits on a Monday, Minutes submitted by ACE to ADM on Thursday, ADM decision received the following Wednesday. ACE admin submit decision sheet and birth parent and adopter's letters, the ADM gives matching decision.

- ADM's PA types the decision and emails the decision sheet and signed birth parent and adopters letters to Child's SW, Team Manager, Ruth Homer/Ruba/Simron
- Following attendance at Matching Panel, the child's SW and Adoption SW respond to Panel's recommendations so ADM know these have been acted upon.