**Annual Home Review FlowChart**

1.

**Panel administrator (check panel members checklist) to send out paperwork to foster carers, supervising social workers, LA social workers, clinicians, therapists etc. 8 weeks before panel these are to be completed and sent back to the panel administrator within 4 weeks of panel date.**

2.

**Panel administrator to send all paperwork to the registered manager to Q&A 4 weeks before panel date, they then have 2 weeks to review, make changes etc. then send back to the panel administer.**

**The panel administer then sends out all paperwork (by secure email) 2 weeks before panel date to Panel chair and panel members.**

**PANEL MEMBERS TO ADVISE PANEL AMINISTRATOR OF ANY CONFLICTS OF INTEREST WITHIN 24 HOURS OF RECEIVING PANEL DOCUMENTS**

**All reports must have a fire plan with them, and health and safety plan must also be updated in line with AR paperwork. Please use child/young people’s first names within the documents**

**1 week prior to the panel date all panel members should return any panel member notes to the panel administrator who will pass to panel chair and panel advisor immediately for review.**

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3.

**Day before Panel**

**Face to face - Panel Administrator to ensure that Panel Members profile folder is up to date and remove any members not sitting on panel.**

**All name tags and seating chart are complete, and a Dictaphone is fully charged and ready for use.**

**Virtual – Recording on Zoom will supplement the need for a Dictaphone.**

4.

**Panel Day**

**Panel administrator to ensure panel members profiles, main panel folder, seating arrangements, Dictaphone and name tags have been organised. All office staff and SSW’s to have a copy of panel timetable.**

**Panel paper folder will be available at all panels including virtual for reference.**

**All foster parents/applicants, SSW’s ISW’s and panel members to be given panel feedback forms. To be completed after panel and returned to the panel administer.**

**All foster parents/ applicants will receive details of what will happen next**

5.

**Minutes (And After Panel)**

**Panel Administrator/minute taker to type up all minutes within 48 hours of panel and send to panel chair. Panel chair to agree and send to panel administrator within 48 hours of receiving them. PANEL ADMINISTRATOR TO DISTRIBUTE SECURELY TO ALL PANEL MEMBERS IMMEDIATELY**

**Panel members need to inform the panel chair of their agreement of the minutes within a further 48 hours, at this point panel members can send in their invoices to the registered manager/Panel Administrator. Invoices are sent to finance within 2 weeks and paid by BACS within 1 week**

**Panel chair to sign off the minutes and send to panel administrator who then sends to the ADM immediately. ADM has 7 Working days to approve/decline recommendations. Once completed ADM sends back to the panel administrator.**

**ADM send to panel advisor - Decision sheet and decision letter per family/report along with feedback for an overview of panel including view on minutes and discussions ie are they robust and appropriate; are there any areas for improvement?**

**Panel Administrator to call applicant to confirm the decision from the ADM. Follow up with congratulations card and foster parent agreement and other administration tasks.**

**Within the panel minutes there will be a panel action section which will need sending to all staff members to be actioned before the next scheduled panel. Panel actions to be sent to panel administrator 1 week before the next panel.**

**Minutes to be added to the panel folder in the fostering drive and the section relating to each Foster parent to be added to their section on the fostering drive.**