**PAYMENT FOR SKILLS PANEL PROCESS IN-HOUSE FOSTER CARERS**

**DATE OF P4S PANEL** P4S BSA receives reasons and recommendations from panel members and e-mails minutes, letters and ADM Decision Sheet to P4S nominated Decision Maker.

**BY MIDDAY 2 WEEKS PRIOR TO PANEL FSW SUBMITS SIGNED ELECTRONIC COPIES AS ONE DOCUMENT TO** **paymentforskillspanel@kent.gov.uk**

* P4S Panel Checklist
* Fostering Social Worker Payment for Skills Statement
* Most recent Foster Carer Annual Review
* Foster Carer(s) Payment for Skills Statement of Evidence *(included in the Annual Review or as a statement when Payment for Skills is being considered between Annual Reviews)*

P4S Business Support Assistant (BSA) uploads panel papers to Egress Workspace and e-mails virtual P4S panel members (Independent Chair, Fostering Team Manager, Foster Carer Rep) template to record reasons and recommendations.

**ASAP** FSW books onto the virtual P4S Panel via paymentforskillspanel@kent.gov.uk.

Recommendation to change Foster Carers Skills Level evidenced in the Annual Review or between Annual Reviews; with Fostering Social Worker (FSW), Fostering Team Manager and Fostering Review Officer (FSW) agreement.

**WITHIN 2 WORKING DAYS OF PANEL** nominated Decision Maker:

* Makes decisions and returns ADM Decision Sheet and signed letters to P4S BSA.
* E-mails ADM Decision sheet to relevant FSW’s and Team Managers for information.
* Records decision on Carers Liberi file under Panel / ADM tab.

P4S BSA:

* Sends letters to carers
* Updates Approvals tab on carers’ Liberi files with correct skills level
* Completes Finance Form to change payment for skills
* Uploads all P4S paperwork to Documents tab of carers’ Liberi files