

At the Panel

The Panel members meet briefly on their own to consider the reports they have read and to decide which questions they need to ask you and your resource worker.

You and your resource worker will then be invited into the Panel meeting to discuss any matters that have been identified. You will have the opportunity to ask any questions of the Panel.

Applicants then leave the Panel whilst the Panel considers the application further and reaches a recommendation. You will receive feedback from your resource worker about the Panel recommendation within 24 hours.

After the Panel

The minutes of the meeting, the Panel's recommendation and the reports presented to the Panel are passed to the Agency Decision Maker who is a senior member of the Social Work Department. The Agency Decision Maker must make a decision within 14 days. Your resource worker will usually inform you by telephone or home visit of the decision and this will be followed up in writing by the Agency Decision Maker within 7 days.

You may request a copy of the minute of the Panel that relates to your attendance. This request can either be made to your resource worker or directly to:

Senior Officer,
Adoption & Fostering,
Social Work Office, Claverhouse East,
Jack Martin Way,
Dundee, DD4 9FF

Tel 01382 436007
Email: gail.aboim@dundee.gov.uk

If you disagree with the Agency Decision Maker's decision an appeals procedure is available. Your resource worker will explain this to you.

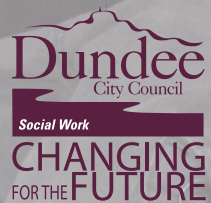
If you are dissatisfied with the service you have received during the assessment process you may wish to make your complaint via the Social Work Department complaints procedure.

You may also contact the
Care Commission, Compass House,
11 Riverside Drive, Dundee DD1 4NY



Attending the **Adoption & Permanence Panel**

Applicants to Foster or Adopt



What is the Adoption & Permanence Panel?

An Adoption & Permanence Panel is a group of people who meet to consider:

- Whether children and young people need to be looked after away from their home on a permanent basis
- Whether adoption or some other form of permanent care away from home, such as permanent fostering, is in the child's best interests and the legal route for this
- Whether an application should be made to the court to free a child for adoption
- Whether people who wish to become adoptive parents are suitable
- Whether a prospective adopter is suitable to look after a particular child(ren)

What is the Foster Panel?

A Foster Panel is a group of people who meet:

- To consider whether people who wish to become foster carers are suitable
- If suitable what category of approval is appropriate
- Reviews foster carers approval on a regular basis
- Whether relatives or friends are suitable carers for a specific child

Who are the Panels?

Dundee's Adoption & Permanence Panel and Foster Panel consists of 12 people with a wide range of knowledge and experience in relation to adoption, fostering and the needs of children and young people.

Panel members are:

- The Chairperson (who votes)
- The Professional Adviser (who does not vote)
- The medical adviser (who votes)
- The legal adviser (who does not vote)
- Panel members who are employees of Dundee City Council (who vote)
- Panel members who are independent of the council and include previous foster carers and adoptive parents (who vote)

There is also a minute taker who provides a written record of the meeting but is not involved in the discussion or voting.

Not all Panel members attend every meeting but the Panel can only sit if there are at least 3 voting members present not including the Medical Adviser.

The Panel meets fortnightly on a Thursday morning between 9am – 1pm at the Social Work Offices, Jack Martin Way, Claverhouse East, Dundee.

Can prospective adoptive parents and foster carers attend Panel?

Applicants have the right to attend the Panel when their suitability as adopters or foster carers is being considered. The Panel welcomes this but if you are unable to attend this will not prejudice your application.

Preparation before the Panel

Attending the Panel is addressed as part of the preparation groups. Your resource worker will also discuss with you any questions or concerns you may have about this.

Shortly after you begin the Home Study part of your assessment, your resource worker will request a date to present your application to the Panel and will share this information with you.

You will have participated alongside your resource worker in preparing a detailed report, called a Form E. Once you have had the opportunity to read through the final draft and sign this, your resource worker will submit it to the Senior Officer, Adoption & Fostering for inclusion at the Panel meeting. The Panel members will also be sent papers for the Panel a week before the meeting. They know that all of the information they receive is confidential.

Your resource worker will be told the date and time of the Panel and will be asked to invite you.