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| **Placing children first** | **One-Day Workshop****at three venues** | \\FA-FS01\HOME\Broajo\Desktop\FA_logo_Strap_COL_RGB.jpg |
|   **Panel Chairs and Advisers** |
|   Friday, 10th March 2017 - Manchester Tuesday, 9th May 2017 - Bristol |
| **Focus**The role of the Independent Panel Chair and Panel Adviser has become increasingly complex in the context of current legislation, regulations, guidance and case law. The Chair has particular responsibilities in ensuring a fair and transparent process for all those attending or represented at both Fostering and Adoption panels so that well evidenced, robust and child focussed recommendations are made to the Agency. Advisers have to oversee what can be a complex and challenging administrative process, whilst ensuring professional standards and legislative requirements are met.Chairs and Advisers need a variety of skills in order to analyse and identify key issues, to summarise complex information, always ensuring that panel members contribute effectively and sensitively to the consideration of cases presented. Chairs are also required to communicate effectively at all levels with professionals and lay persons whilst cooperating with, but remaining independent from the Agency panel team. This workshop will give Chairs, Vice Chairs and Panel Advisers the opportunity to review their role and discuss issues and dilemmas arising from their work. | **Target Group**Panel Chairs, Vice Chairs and Panel Advisers in Fostering and Adoption Services, and Panel members or others considering taking on these roles.**Trainer** Nicky Probert is a Training Manager for Family Action with over 30 years of social work experience. She is an experienced trainer and manager, having worked for BAAF for over 12 years, and currently chairs a fostering panel.**Learning Outcomes** By the end of the workshop participants will be able to:* Name the current legislation, regulations, guidance and standards relating to the operation of panels;
* Describe the skills, knowledge and value base required when chairing or advising panel meetings and managing panel business;
* Identify strategies to deal with difficulties arising in panel meetings and throughout the panel process;
* Apply critical reading methods and other frameworks to assist in the analysis of complex information, keeping the child in focus;
* Identify how panel policies and procedures can maintain openness and transparency when considering cases;
* Review current quality assurance systems

 in their agencies using an audit tool. |
| **Venues****St.Thomas Centre**Ardwick Green North**Manchester, M12 6FZ**Tel: 0161 277 1010**Bridge Professional**  **Development Centre**Teyfant RoadHartcliffe**Bristol, BS13 0RF**Tel: 0117 903 0277 | **Timing**9.30am Registration 9.45am Start 4.30pm Finish  Refreshments & light lunch provided |
| Family Action, 55 Stevens Avenue, Bartley Green, Birmingham, B32 3SDT: 07469 660 479 E: joy.broadhurst@family-action.org.uk [www.family-action.org.uk](http://www.family-action.org.uk)/training |

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| **Registration**Form Panel Chairs and Advisers |  **10th March 2017** **Manchester**  **9th May 2017** **Bristol** | **please tick which day****you wish to attend** |
| **Fee** **£85.00** (+VAT £17.00) **=** **£102.00** * Remittance enclosed – cheque (including VAT) payable to *‘Family Action Enterprises Ltd.’*
* Please invoice
* To pay by credit/debit card please follow this link to our Eventbrite pages:

 [*https://www.eventbrite.com/e/panel-chairs-and-advisers-one-day-workshop-manchester*](https://www.eventbrite.com/e/panel-chairs-and-advisers-one-day-workshop-manchester)[*https://www.eventbrite.com/e/panel-chairs-and-advisers-one-day-workshop-bristol*](https://www.eventbrite.com/e/panel-chairs-and-advisers-one-day-workshop-bristol)In the event of cancellation, a cancellation fee is chargeable, as detailed below.* We will store your details and may want to contact you in the future with more information about our services and

activities. Please tick here if you do **NOT** want us to do this. We will not pass your information on to a third partywithout your permission. Data Protection Act 1998. |
| Name: |  | Agency name & address: |
| Position/Role: |  |  |
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| Requirements(eg: dietary, disability access): |  |  |
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| Telephone: |  | Post code: |
| E-mail: |  | Billing e-mail *(if different):* |
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| **We will confirm your place and send joining****instructions via e-mail, so please write clearly** |  | Your purchase order number: |
| **Substitutions and cancellations**Completion of this booking form is a binding agreement. Substitutions are welcome at any time. Family Action reserves the right to levy a fee in the event of your cancellation. More than 6 weeks prior to the event 25% of the fee; between 2 and 6 weeks 50%; less than 2 weeks 100%. In the event that you wish to transfer your booking to another workshop date, we reserve the right to levy a 25% administration fee, if you then cancel your place, the previous cancellation fee would also apply.  |
| **Please e-mail/post completed form (indicating your method of payment) to:-****Joy Broadhurst****Family Action** **55 Stevens Avenue, Bartley Green, Birmingham, B32 3SD**E: Joy.broadhurst@family-action.org.uk T: 07469 660 479 www.family-action.org.uk/training Registered Company Limited in England and Wales: 01514576 VAT Registration no. 227 3222 34Family Action Enterprises Limited is a fully owned subsidiary of Family Action, a Registered Charity no: 264713 |