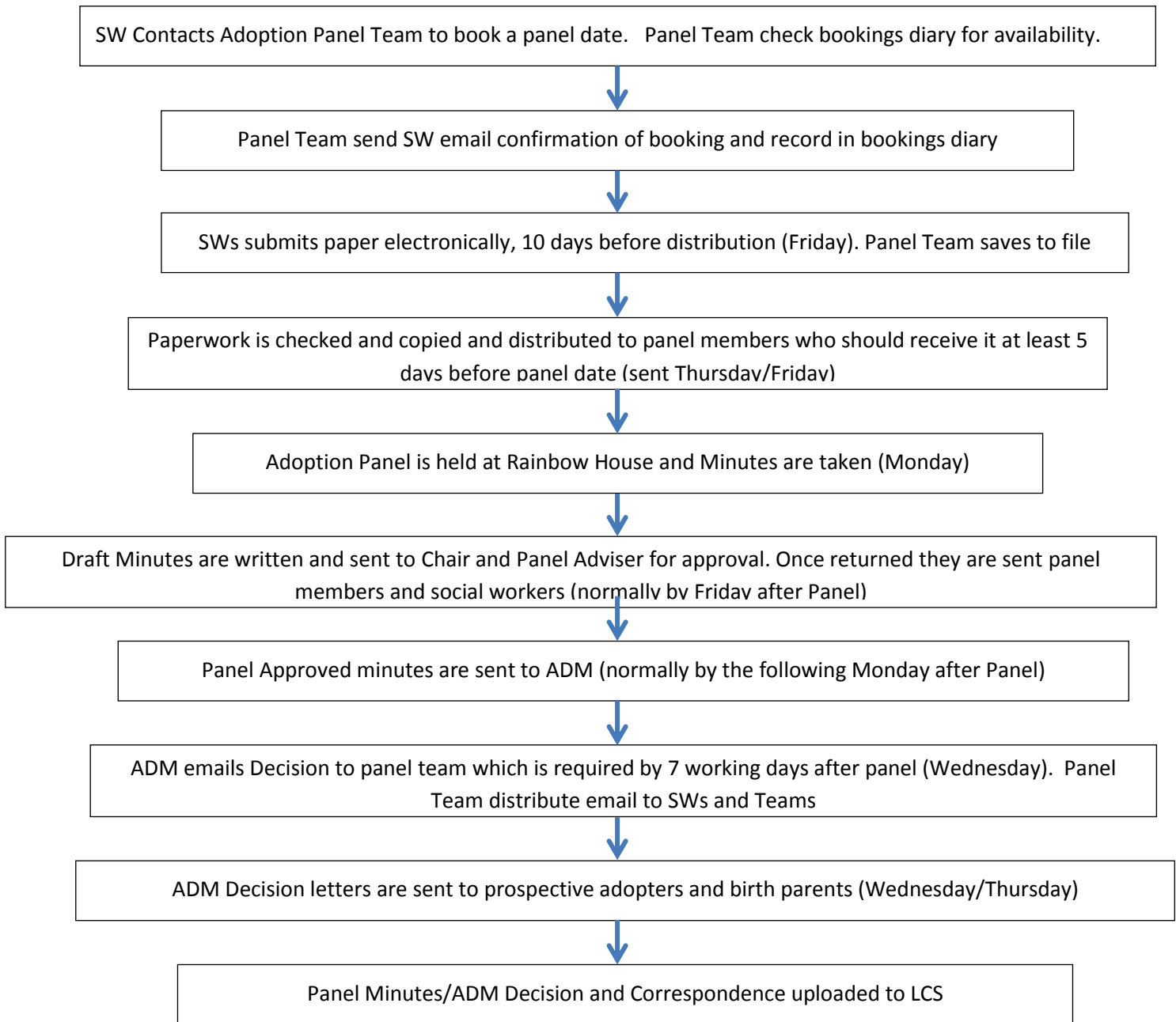


ADOPTION PANEL PROCESS – FLOW CHART



Summary of Panel Team Admin Tasks	
Support Officer (SO)	Senior Support Officer (SSO)
<p>Adoption Panel:</p> <ul style="list-style-type: none"> Confirm and Record Adoption Panel Bookings Send Reminder emails that Panel Papers Due Save paperwork received by email to file Collate, send to Repro and Check Complex Panel Papers Distribute Panel Papers Create and Distribute Agenda Send out invitations to Panel and cc SWs Respond to emails in Team Tray Send electronic panel papers to Medical Adviser Update late papers spreadsheet <p>ADM Panel:</p> <ul style="list-style-type: none"> Manage ADM Panel Bookings diary Confirm and Record ADM Bookings 	<ul style="list-style-type: none"> Confirm and Record Bookings Check Paperwork collated by SO Print and distribute legal advice Order refreshments for panel Attend Panel and take minutes Distribute minutes to Chair and Panel Adviser Once amendments received, send to panel members and social workers. Send Approved minutes to ADM Distribute ADM Decision to teams Send out ADM Decision Letters Record Panel Meeting, Decision and Correspondence on LCS. Cover for SO in absence Respond to emails in Team Tray Produce Stats

Send Reminder that Panel Papers Due
Save paperwork received by email to file
Collate, send to Repro and Check Complex ADM
Papers
Distribute ADM Papers
Create and Distribute Agenda
Attend and records ADM Panel Meetings
Copy type ADM Minutes into decision sheets
Send draft decision sheets to ADM
Distribute approved decision sheets to CSW, TM
and Family Find Team
Write to birth families
Upload the approved decision sheets onto LCS
Correspond with Teams when LCS tasks cannot be
progressed
Write to the ADM to advise when a record has been
sent to her tray
Respond to all ADM emails and in Team Tray
File all Panel Papers
Update late papers spreadsheet