

Qualifying determination, representation and IRM process

If a foster carer does not agree with a proposed change to their terms of approval, it is defined a qualifying determination. They may, within 28 days, either submit written representations to the fostering service decision maker, or apply for a review of the determination to the IRM. However, it should be noted that Regulation 28(8) clarifies that there is no right to apply to the IRM where the fostering service provider is no longer satisfied that Regulation 26(8) applies i.e that the welfare of the child requires that the placement, despite the carer or member of their household having a caution or conviction for a specified offence.

Step 1 - Panel's recommendation is to deregister the carer/s and Agency Decision Maker (ADM) endorses this. If the carer resides in a different Local Authority HCC has a duty to inform the other LA of the final ADM QD decision.

Step 2 - Carer makes representation to ADM in writing within 28 days of the date on the ADM Qualifying Determination letter.

Step 3 - Panel Office (PO) notified by Supervising Social Worker (SSW) that the carer wishes to appeal via IRM.

Step 4 - PO notified of date of IRM Review Panel by SSW or Team Manager.

Step 5 - Paperwork (excluding HCC fostering panel minutes) is sent to the IRM Review Panel by Team Manager. SSW and Team Manager to send off declaration of involvement and payment made to IRM.

Step 6 - IRM Panel held (they aim for within 3 months of application)

Step 7 – Team Manager informed of decision by email within 7 working days, (IRM panel minutes, recommendation and feedback form along with a copy of the IRM panel pack content page are sent to Team Manager).

Team Manager forwards IRM documents once received including minutes to ADM, Fostering Service Manager and Panel Office

Step 8 - ADM completes decision making process, notifying PO of the final decision via email.

Step 9 - PO drafts Final ADM Decision letter to carer/s (templates are saved in the file path below) detailing the Final ADM decision. Sends draft Final ADM decision to ADM for approval. ADM approves or amends the letter and sends back to PO.

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Step 10 - PO emails Final ADM Decision letter to carer/s Hertfordshire fostering email, cc SSW and Team Manager. PO posts hardcopy via Mail Central to carer/s using recorded delivery option. Notify SSW and Team Manager once completed.

Step 11 - PO updates the appeals spreadsheet (link below) and saves documents from IRM in a folder per case inside the 'Case Reviews to IRM' folder.

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