

ONE DAY WORKSHOP

Panel Administrators

10th April 2008

Leeds

24th November 2008

Newcastle

Theme

Effective panel functioning is crucial to good fostering and adoption services. The efficient administration of panels (including producing clear and accurate minutes) is a skilled and complex task and is essential to the smooth and effective operations of the panels. This workshop will cover the entire panel process and give an overview of the legal and regulatory framework surrounding panel work.

Who should attend

Administrators and minute-takers for adoption and fostering panels from local authorities, voluntary adoption agencies and independent fostering providers.

Venues

Leeds BAAF Leeds office, 4 Pavilion Business Park, Royds Hall Road, Wortley, Leeds, LS12 6AJ

Newcastle BAAF Newcastle office, 5th Floor, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS

Times

Registration	9.30am
Start	9.45am
Close	4.00pm

Refreshments / Lunch provided

A variety of relevant publications will be on sale during the day

Substitutions and cancellations

Substitutions are welcome at any time. BAAF reserves the right to levy a fee in the event of cancellation. More than six weeks prior to the event 25% of the fee; between two and six weeks 50%; less than two weeks 100%

Registration Form

WORKSHOP: Panel Administrators

Please book me _____ place(s) on the above workshop

Please tick the workshop you wish to attend

10th April 2008 **Leeds**
24th November 2008 **Newcastle**

Fee

- BAAF Members £80.00 (+VAT £14.00)= £94.00**
- Registered Charities (with turnover under £1M) £75.00 (+VAT £13.13)= £88.13**
- Non-member rate £90.00 (+ VAT £15.75)= £105.75**
- Remittance enclosed – Cheque (including VAT) payable to ‘BAAF Registered Charity ‘
- Please invoice
- In the event of a cancellation, I agree to pay a cancellation fee as detailed above.

- We will store your details and may want to contact you in the future with more information about our services and activity. Please tick here if you do not want us to do this. We will not pass your information on to a third party without your permission. Data Protection Act 1998.

Name	Agency name & address
Position	
Ethnicity	
Special diet/disability	
Telephone	Billing Address (if different to above)
E-mail	
Fax	

Please return form to:

Leeds workshop

BAAF, 4 Pavilion Business Park, Royds Hall Road, Leeds, LS12 6AJ

Tel: 0113 289 1101 Fax: 0113 289 1177 E-mail: leeds@baaf.org.uk

Newcastle workshop

BAAF, MEA House. Ellison Place, Newcastle upon Tyne, NE1 8XS

Tel: 0191 261 6600 Fax: 0191 232 2063 E-mail: newcastle@baaf.org.uk

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