

Briefing on Adoption Panel/Agency Decision Maker (ADM) Processes

This procedure was updated locally in December 2019.

A number of issues have arisen recently with regard to Panel/ADM processes which it may be helpful to revisit/clarify.

Adoption Panel

Cases which **must** go:

- Children being linked with approved adopters
- Approvals of adopters
- Children where the plan is adoption and there is no court scrutiny i.e. relinquished babies

Cases which **do not** go:

- Children in care proceedings where the plan is adoption
- Children with a plan for adoption where the LA are proposing to change the plan away from adoption
- Any long term fostering plans, approvals or linkings

ADM meetings

- These meetings only consider children in care proceedings where the plan is adoption
- Two senior officers are appointed as ADMs to undertake this work for Oxfordshire - regulations state that they **may not** delegate their authority to another person
- Paperwork for ADM meetings should be sent two weeks in advance to the Panel Administrator
- The ADM decision will be usually be communicated directly to the child's social worker/LA solicitor on the same day or shortly afterwards
- If the plan for adoption is **not** agreed by the ADM, the responsible team will need to convene an urgent review to consider alternative plans
- It may be appropriate to put further information before the ADM for a revised decision - such requests should be made through the Panel Advisor
- Following a plan for adoption decision, the plan should **not be** changed without referring back to the ADM - in these circumstances, the Panel Advisor should be informed and will liaise as necessary with the relevant ADM

If in doubt about any of the above, please call the Panel Advisor.