



## **ROLE PROFILE – CPR/APR PANEL CHAIRPERSON**

### **ORGANISATIONAL RESPONSIBILITIES**

- Be independent of the case
- Work with Business Unit to develop the agenda
- Have a comprehensive understanding of the practice review process
- Attend and prepare for all panel meetings
- Take responsibility for accuracy of minutes and completion of actions
- Set and commit to the schedule of the review
- Work with all agencies to develop panel Terms of Reference
- Encourage active participation and scrutiny of timeline throughout panel process
- Work with reviewers as per CPR/APR guidance process to support learning events
- Ensure the views of panel members are actively reflected in learning events
- Ensure robust panel scrutiny of draft reports including recommendations
- Attend Safeguarding Children Board /Safeguarding Adults Board alongside reviewer to present reports
- Work with reviewers to ensure engagement of children and family members in the process where appropriate

Name \_\_\_\_\_

Designation/Agency \_\_\_\_\_

Signature \_\_\_\_\_