**JOB DESCRIPTION**

**Job:** **Panel Member**

**Office Location:**

**Reports To: Panel and Assessment Manager**

**Hours of Work: Various**

**MAIN PURPOSE OF ROLE**

1. To read the papers circulated carefully before the meeting and to attend the meeting prepared to raise issues and contribute to the panel discussion.

2. To take responsibility for participating in the making of a recommendation, on each case drawing on both personal and professional knowledge and experience.

3. To attend the Panels which have been agreed between yourself and the Agency.

4. To be prepared to attend additional panels if requested.

5. To participate, with other members, in advising on agency policy & procedure as required.

6. To safeguard the confidentiality of all panel papers & discussion.

7. To address diversity issues and promote anti-discriminatory practice.

8. To maintain confidentiality of all information shared with you with regard to the agency/Compass Community.

9. To participate in induction and Panel training which will be at least once per year.

10. To participate constructively in an annual appraisal of performance.

11. To comply with Agency policy and procedure in relation to Panel matters.