**Papers and Reports Required for**

**Agency Decision Maker (ADM) Meeting**

An ADM meeting will be arranged by the Adoption Advisor / Permanency Champion Manager in conjunction with the ADM and an invite sent to the Social Work Team. A request for documentation will be made, with the requirement that all documents are received by the Adoption Advisor within 10 working days of the ADM. This is to allow for a full QA of documentation before they are provided to the ADM for consideration no less than 7 days in advance of the meeting. Should any documentation be outstanding, ADM will be unable to proceed.

Documentation required:

1. Child's Permanence Report (CPR)
	1. Must have been completed within 6 weeks of the ADM meeting
	2. Must have been Quality Assured by the Team Manager and/or Service Manager. All social workers and Managers must adhere to the restrictions of reports regulations 2005. No report can be accepted which is not countersigned by a Manager with the necessary qualifications.
	3. Must include an up-to-date photograph of the child
	4. Must include an up-to-date photograph of each parent and any siblings.
	5. Must provide a clear genogram to include 3 generations of both the maternal and paternal families.
	6. Must include a view from the Children’s Guardian (dated)
	7. Must include a view from the Independent Reviewing Officer (IRO) as contained in the *‘Declaration from IRO in respect of ADM’*.
	8. Must include a clear analysis of the reasons why adoption is being recommended and is the only remaining option for permanency
	9. Must include the Medical Advisor’s Summary as contained in the form ‘*Agency Medical Advisor Summary*’
2. Medical Forms
	1. A full and recent Adoption Medical
	2. Form ‘*Advice from the Agency Medical Advisor regarding Adoption’*
	3. Form ‘*Agency Medical Advisor Summary’*
	4. Any specialist medical assessment of the child regarding a significant health/medical/developmental need
3. Form ‘*Legal Advice to ADM’* – to be completed by solicitor with case responsibility.
4. Form ‘*Coram BAAF Form CR-C: Carer’s Report’* – to be completed by the Foster Carer
5. Form ‘*Declaration from IRO in respect of ADM’* – to be completed by the Independent Reviewing Officer
6. Form ‘*Social Work declaration for ADM’* – to be completed by the allocated social worker
7. Assessments completed during proceedings
	1. Parenting Assessments (and addendums)
	2. Psychological Assessments of parents and/or children
	3. Psychiatric Assessments
	4. Cognitive Assessments
	5. Viability Assessments of proposed alternative carers
	6. Special Guardianship or Connected Carer assessments of alternative carers
	7. Together & Apart Assessments for siblings
	8. Any other specialist assessments completed (forensic risk, capacity to protect, DVACT, Capacity Assessments, etc)
	9. Hair Strand Test Results and PEth test results
	10. DNA reports
	11. Historical assessments – if papers are limited from the current proceedings, but there are historical assessments undertaken within previous proceedings, these should be included.