



**Adoption and Fostering Alliance  
Scotland**

## **WORKSHOP BOOKING FORM**

### **WHOSE MINUTE IS IT ANYWAY?**

*Minute taking for those involved in adoption and fostering panels*

Facilitator: Ravinder Kaur  
Date: Friday 2<sup>nd</sup> March 2018  
Venue: Edinburgh  
Cost: £110.00 + VAT  
Time: 10.00am – 4.30pm  
(refreshments & lunch will be provided)

#### **THEME**

The role of the minute taker in adoption and fostering panels is a crucial one. Adoption and fostering panels are underpinned by specific legal and regulatory requirements. Therefore, minute takers need to have a sufficient understanding of these requirements in order to produce a minute that is relevant, clear and appropriate.

#### **WHO SHOULD ATTEND**

This workshop is for administrative staff who take minutes for adoption and fostering panels.

#### **LEARNING OBJECTIVES**

This AFA Scotland workshop will provide participants with:

- An understanding of the legal context for adoption and fostering panels;
- A consideration of different approaches to the minute taking task;
- An opportunity to practice minute taking skills in a comfortable and supportive setting.

## BOOKING DETAILS

### Whose Minute Is It Anyway?

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Venue: Edinburgh

## DELEGATE INFORMATION

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Dietary/Disability Access Requirements: \_\_\_\_\_

## PAYMENT METHOD

Billing Address/invoice: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Member rate £110.00  Non Member rate £150.00

Individual rate £90.00

Please invoice:  Remittance enclosed:

***Cheque (including VAT) made payable to AFA Scotland***

## CANCELLATION POLICY

After receipt of written confirmation of place allocated	25% of fee
Cancellation between two and four weeks prior to the date	50% of fee
Cancellation between one week and two weeks prior to the date	75% of fee
Cancellation within one week of the date	100% of fee

### Please return your completed form to:

Brenda Reilly, Business Support & Finance Manager  
AFA Scotland, Room 218, Conference House,  
152 Morrison Street, The Exchange, Edinburgh EH3 8EB  
Tel: 0131 248 2403  
Email: info@afascotland.com

## OFFICE USE ONLY

Invoice Number: \_\_\_\_\_

Cheque Number: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_