**SECTION 117 AFTERCARE JOINT AGENCY QUALITY ASSURANCE GROUP**

**(LEARNING DISABILITY)**

**TERMS OF REFERENCE**

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| 1. **Purpose of the Joint Agency Quality Assurance Group**   The aim of the joint agency Quality assurance group is to receive the review recommendation for ending an individual’s Mental Health Act Section 117 aftercare and to made a decision in ending or otherwise in light of the information. |

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| 1. **The specific objectives of the Joint Agency Quality Assurance Group will be:**  * To quality check the review information * To make a decision as the responsible authorities following the Multi-Disciplinary Team recommendation that an individual is no longer eligible for Section 117 aftercare. * Improve patient experience. |

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| 1. **Membership of the Group**   The Section 117 aftercare Joint agency Quality Assurance Group, shall include representation from the following;   * One of Lincolnshire’s ICBs Mental Health, Learning Disabilities and Autism Commissioning Team), Improvement and Delivery Manager (Chair) or above. * Lincolnshire County Council Lead Practitioner or above. * Administration support (ICB).   In circumstances where the regular representative is unable to attend a deputy from that organisation, must attend in their absence.  The chair for each meeting will be an employee from the Integrated Care Board. |

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| 1. **Quorum**   The quorum for business shall be:  One member from Lincolnshire County Council, Learning Disability Service. As in 3 above  One member from the NHS Lincolnshire Integrated Commissioning Board Mental Health  Learning Disabilities, Autism & CAMHS Commissioning Team, Improvement and delivery Manager or above. As in 3 above.  Administration support. |

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| 1. **Declaration of Interests**   All members of the group are responsible for declaration of interests at the beginning of each meeting. |

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| 1. **Agenda**   The agenda for each meeting will be circulated 2 days in advance of the meeting. With the review information recommending ending Section 117 aftercare. |

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| 1. **Minutes and agreed actions:**   Agreed actions and a brief summary of the meeting will be undertaken at each meeting identifying who is responsible for any agreed actions and when by. |

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| 1. **Accountability**   The Joint Agency Quality Assurance Groupis responsible to the following authorities;   * NHS Lincolnshire Integrated Care Board * Lincolnshire County Council |

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| 1. **Responsibilities**   **Governance Arrangements:**  Each organisation will be responsible for key quality and safety issues, actions and progress through their respective governance structures.   * All members of the group are responsible for providing feedback to relevant parties, using the most appropriate communication processes. * All members of the group are expected to contribute to the agenda and fully engage in the meetings. * Share training experiences within the group for shared learning. |

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| 1. **Conduct**   Always remain professional, in line with individual professional bodies Codes of Practice and Terms of Condition of employment. |

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| 1. **Review Arrangements**   Terms of Reference and contents within such as the chair, membership and reporting arrangement will be reviewed after the first 6 months of inception and annually thereafter. |

First draft 14 September 2022

Ratified for appendix on the Joint agency Section 117 aftercare Procedure and Guidance, 26.09.2022

Neil Chadwick

Senior Commissioning Manager section 117 lead.

Joanna Tubb

Lead for Learning Disability Services Lincolnshire County Council.

26.09.2022