**SECTION 117 AFTERCARE JOINT AGENCY WORKING AGE ADULTS QUALITY ASSURANCE GROUP (MENTAL HEALTH)**

**TERMS OF REFERENCE**

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| 1. **Purpose of the Joint Agency Working Age Adults Quality Assurance Group**   The aim of the Section 117 joint Agency working age adults Quality Assurance Group is to receive assessment and care planning/package details for Lincolnshire people who are eligible for Mental Health Act Section 117 aftercare services for joint agreement and quality check of the service / care package details in the safe meeting of the identified section 117 aftercare needs.  *Please note working age is up to the individual’s 65th birthday and does not reflect the national pension age.* |

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| 1. **The specific objectives of the Joint Agency Working Age Adults Quality Assurance Group will be:**  * To maintain the personalised care focus. * Prevent admissions to hospital * To enable service users wherever possible to remain in their home environment. * To confirm if a care home is identified for individuals with enduring mental health care needs that it is an appropriate placement. * To ensure considerations of all available resources in providing appropriate care. * To quality check the assessment and aftercare arrangements ensuring all relevant information is provided, and to request additional information as required * To marry the finance care package details held by each authorities’ finance team for each individual discussed. * To take a decision as the responsible authorities following the Multi-Disciplinary Team recommendation that an individual is no longer eligible for Section 117 aftercare. * Ensure an efficient and effective use of resources. * Improve patient experience and be of a personalised nature. * Give public confidence that presenting risk issues are appropriately managed within the 117 aftercare package. |

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| 1. **Membership of the Group**   The Section 117 aftercare joint Agency working age adults 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 or above (Chair). * Head of LPFT Social Care or S75 Service Manager (joint Chair). * LPFT Health Representation both impatient and CMHT (to be agreed). * Finance Officer LCC * LD ASD Service Improvement Lead NHS Lincolnshire ICB * Specialist Nurse NHS Lincolnshire ICB * Team Managers South and North Area LPFT (Social Care) * South and North Area LPFT (Social Care) * Administration support LPFT (Social Care) and ICB. * LCC S75 Commissioning Officer.   In circumstances where the regular representative is unable to attend a deputy from that organisation wherever possible and appropriate should attend in their absence. |

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| 1. **Quorum**   The quorum for business shall be:   * 1. Chair or Deputy Chair   2. 4 Named members of the Group, which must include a representative from ICB, LPFT and LCC.   3. Administration support |

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| 1. **Chair of the Section 117 aftercare Joint Agency Working Age Adults Adult Quality Assurance Group:**   One of Lincolnshire’s ICBs Mental Health, Learning Disabilities and Autism Commissioning Team, Improvement and Delivery Manager (Chair) or above will chair the Joint meetings. The nominated deputy is usually the Head of S75 Social Care / BIA. |

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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. **Administration**   The agenda for each meeting will be circulated 2 days in advance of the meeting.  Following each meeting the updated spreadsheet will be sent to group members by the Friday of the meeting week.  Develop systems, processes and working relationships to ensure quality monitoring is robust, shared where appropriate and consistent, Avoids where possible duplication of work. |

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| 1. **Minutes and agreed actions:**   Agreed actions and a summary of the meeting will be maintained for each meeting on the appropriate spreadsheet and agreed on the day. The minutes will capture a summary of the discussion but will detail agreed action, who is responsible for the agreed action and when by. |

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| 1. **Accountability**   The Section 117 aftercare Joint Agency working age adults Quality Assurance Group is responsible to the following authorities:   * NHS Lincolnshire Integrated Care Board * Lincolnshire Partnership NHS Trust * 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 * To ensure Mental Capacity Act / Deprivation of Liberty Safeguards is promoted and assurance is gained on how the principles are embedded into practice. |

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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 arrangements for the transformation board will be reviewed after the first 3 month of inception and annually thereafter. |

**Forth update 26.07.2022 and 01.08.2022**

**Jenny Perrin / Neil Chadwick**

Third update (draft) 19 July 2022

Neil Chadwick

Second draft 20/08/2020

Compiled by:

Neil Chadwick/Julie Betts

NHS Lincolnshire Clinical Commissioning Group