**LINCOLNSHIRE JOINT AGENCY MENTAL HEALTH AND LEARING DISABILITY SERVICES**

**JOINT AGENCY QUALITY ASSURANCE GROUP**

**OVER 65 YO (MENTAL HEALTH)**

**TERMS OF REFERENCE**

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| 1. **Purpose of the Joint Agency over 65 yo Quality Assurance Group**   The aim of the section 117 aftercare joint Agency over 65 yo 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. |

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| 1. **The specific objectives of the Joint Agency over 65 yo 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 * Give public confidence that presenting risk issues are appropriately managed within the 117 aftercare package. * To marry the finance care package details held by each authorities’ finance team for each individual discussed. * Ensure an efficient and effective use of resources. * Improve patient experience. * 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. |

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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 or above (Chair). * One of Adult Social Care Managers (Deputy Chair) (Locality Lead or above). * LPFT Health Representation, (e.g. Manager level TBC) * Administration support Currently Team Secretary Mental Health, Learning Disabilities, autism & CAMHS Commissioning Team     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 and Deputy Chair   2. Administration support |

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| 1. **Chair of the Joint ratification 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 Adult Social Care Manager, (Deputy Chair), ~~(Usually Locality Lead Prisons and Special Projects)~~. |

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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 5 working days in advance of the meeting.  Following each meeting the updated spreadsheet will be sent to group members within 5 working days of the meeting.  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 Joint Agency Quality Assurance Groupis 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 this document, the chair, membership and reporting arrangements for the transformation board will be reviewed after the first 3 month of inception and annually thereafter. |

First draft 25.07.2022

Compiled by: Neil Chadwick

Discussed at the section 117 aftercare joint Agency over 65 yo Quality Assurance Group

26.07.2022 amended Second draft.