

London Borough of Croydon –
Adult Social Care and Health
Practice and Quality Assurance Panel
Terms of Reference
October 2023 (Name change revision only)

1. Purpose and frequency of meetings

- To oversee and monitor and evaluate the practice, delivery and value for money ensuring appropriate support for residents living in The London Borough of Croydon (LBC) with care and support needs.
- Meetings to be held daily.
- Monday, Wednesday, and Friday – Older People
- Tuesday and Thursday – Disabilities & Transitions

2. Roles and Responsibilities

2.1 Monitoring, Performance

- Heads of Service, from Social Care, Commissioning and Finance to evaluate and authorise all packages of care provided to ensure they are meeting the needs of service users and represent a most effective use of all available resources.

2.2 Performance, Scrutiny and Quality Assurance

- To provide scrutiny, undertake quality assurance and monitoring of all proposed new care packages including changes to existing provisions provided ASCH staff recommending further action and or review if a package of care is deemed inappropriate not meeting desired outcome for the resident.

2.3 Safeguarding and Management of the Market.

- All applications will be reviewed to ensure appropriate safeguards are in place and advise where market intervention and/or management is required.

2.4 Participation

- All Heads of Service can be members of the panel and at least 2 must be present alongside finance and commissioning colleagues to ensure the meetings are quorate.
- Social Care Staff and Managers to present cases to the panel for review of proposed packages of care. Documentation must be provided at least 24hours in advance of meeting.
- Emergency requests can be made in extremis.

2.5 Budget Responsibility

- To ensure value for money for all packages of care whilst ensuring positive outcomes for the residents in all proposals.

2.6 Decision Making

- Panel members will make decisions at the meeting and advise those presenting applications.
- Robust minutes and action trackers will be kept and reviewed each meeting.

3. Frequency of Meetings

- The panel will meet daily.

4. Reporting Arrangements

- The Panel is accountable and will report to the Directors of ASCH Operations and Director of Commissioning, Policy & Improvement

5. Membership:

Heads of Service Operations	Sean Olivier Azuka Agbai Simon Wadsworth Caroline Baxter Clement Guerin	
Heads of Service Commissioning	TBC	
Service Managers	Eunice Awosika Deborah Howard Felicity Nii-Bortey	
Senior Finance Officer	Ingrid Auguste Permjit Basi	
Team Managers – as required		
Compliance Officer	Administrative Support	

5.1 The ASCH SMT will monitor the membership of the ASCH Panel to ensure that it is able to meet its priorities.

5.2 It is expected that members attend every meeting for which they are scheduled and make a full contribution but where this is not possible a named deputy should attend having been fully appraised of the agenda and relevant issues.

6. Appeals: In the event that a social worker disagrees with the findings of the Panel they can resubmit the application with further information as directed/advised by the Panel.

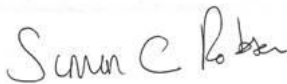
Should the outcome of a decision be disagreed with by the resident they can request a resubmission to the Panel and if still in disagreement with the outcome they can be directed to use the formal Council Complaints process which will provide the opportunity for their claim to be reviewed once again.

6. Confidentiality and Information Sharing

Information discussed at the ASCH Panel meetings may contain restricted information relating to individuals. It is therefore essential that all members adhere to strict guidelines on confidentiality and information sharing.

7. Monitoring and Review

The ASCH Funding Panel Terms of Reference roles and responsibilities will be reviewed annually.

Date	25 Oct 23	Director sign off: Simon Robson 
Next Review Date	Oct 24	
Document Reference	LBC ASCH Practice and Quality Assurance Panel ToR	