

Terms of Reference for the AMHP Approval Panel

Purpose

- The process of AMHP approval and re-approval of AMHPs in Kent
- Provide updates to all AMHPs and related teams on the experience and learning of scrutinising AMHP Portfolios with the aim of developing and improving practice
- This learning will be disseminated through the AMHP forum and generalised learning needs will be taken forward in the Kent County Council AMHP mandatory training commissioned for the following year

Responsibilities

- To receive the completed allocated AMHP/ AMHP Supervisors' comments three weeks prior to panel
- To read the AMHP portfolio reader report and identify any queries for the AMHP in advance of the panel.
- To consider the completed allocated AMHP/ AMHP Supervisors' comments reports and discuss with the AMHP to ensure there is adequate assurance to appoint or re-appoint the AMHP.
- To ensure approval letters are sent to AMHPs on successful approval
- Attending AMHP to ensure any identified learning needs are added to their action learning plan.
- Support to AMHPs for whom the panel has agreed approval or re-approval is not appropriate at this time.
- To ensure AMHP register is updated to reflect AMHP approvals and any suspensions from the register.
- To ensure learning from portfolios is disseminated through KCC training and AMHP communities.

Membership

- Assistant Director Countywide Services or nominated alternative.
- AMHP Service Manager or nominated deputy
- The approving AMHP

Core membership is the Assistant Director Countywide Services or nominated alternative the AMHP Service Manager or nominated deputy.

Meetings

- The AMHP panel will be held as required depending on when AMHPs are due to re-approve. The AMHP administrators will maintain a spreadsheet for when a panel will be required and will arrange panel meetings giving as much prior notice as possible