

Thank you for your recent Freedom of Information Request.

I am now able to provide you with the information supplied by the relevant department, as follows:

- 1. Do any of the panels operating within adult social care have formal terms of reference and/or policy or practice guidance? If yes, please provide a copy of these documents.**

NCC is currently finalising new staff guidance on the peer review of assessments (our form of what you have termed 'panels'). The guidance is not finalised as yet so we are unable to share but I have included below some of the key points by way of summary:

- The peer review is a collaborative approach to collective decision making on the most appropriate support plan for an individual to best promote their independence.*
 - The peer review includes a draft support plan being submitted to a manager led panel for final approval, allowing for the contribution of colleagues and peers to further promote independence*
 - Following the panel's review of the draft support plan, any changes are made directly to the support plan and discussion captured in a specific form in our electronic case management system.*
- 2. Does the council provide policy and/or practice guidance to social workers and others who submit cases to the panel? If yes, please attach any relevant documents.**

As above.

- 3. Where there are differences between the indicative budget (based on a Resource Allocation System or other methods) and the final decision made by the panel, is there any guidance given to social workers on how and by whom these differences should be reported to the service user and/or carer? If yes, please provide further details of this guidance.**

Yes this is also included in the draft guidance and is summarised below:

- Social Care Worker to share assessment and revised draft Support Plan with Service User/family/carer – along with letter from the Social Care Worker (using a standardised letter template in an accessible format) giving the reasons for changes to the draft plan (reasons as per the info from the Peer Review as recorded in the Council's electronic case management system).*
- In line with the Care Act, wherever possible, sign-off should occur when the person, any third party involved in the preparation of the plan and the local authority have agreed on the factors within the plan, including final personal budget amount & how support needs will be met. The Council must take all reasonable steps to reach agreement with the Service User, or any other person involved. This may require going back to earlier elements of the planning process.*
- Social Care Worker to ensure the final Support Plan is recorded on the Council's electronic case management system – along with the reasons for changes to the draft plan*

I hope this now satisfies your request, and should you have any further enquiries please do not hesitate to contact me directly on the details below.

In addition to this and for future reference Nottingham County Council regularly publishes previous FOIR,s and answers on its website, under Disclosure logs. (see link)
<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you wish to raise any concerns about the way your request was dealt with, then please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail foi@nottscc.gov.uk quoting the reference number above.

Kind Regards

Complaints, Information & Mediation Officer.
Complaints and Information Team
Chief Executive's Dept
Nottinghamshire County Council
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