

Contract Review Meeting

Terms of Reference

1. Background

The contractual agreement between the Care Home (Service Provider) and the Local Authority (Service Purchaser) requires periodic reviews of the Resident's placement and care plan.

These reviews are essential to determine the appropriateness of the Resident's continued stay in the nursing home and to ensure that all care needs are being met effectively.

2. Frequency

Initial Review: Prior to the end of the Initial Period.

Extended Review: If the Initial Period is extended, a further review will take place before the new end date.

Ongoing Reviews: Following the Initial Period, the frequency of formal reviews will be determined by the care plan and will meet the Local Authorities minimum requirements.

3. Purpose

The purpose of the contract review meeting is to:

- Assess the Resident's current care plan and placement.
- Determine the appropriateness of continuing the Resident's stay in the nursing home post Initial Period.
- Agree on any necessary extensions to the Initial Period.
- Plan and schedule future formal reviews.

4. Scope

The scope of the meeting includes:

- Comprehensive review of the Resident's health, well-being, and care plan.
- Evaluation of the Resident's needs and the nursing home's ability to meet these needs.
- Discussion on any necessary adjustments to the care plan.
- Agreement on the extension of the Initial Period, if required.
- Scheduling of future reviews in line with the care plan and contractual obligations.

5. Participants

Care Manager: Oversees the Service User's care plan.

Nursing Home Representative(s): Responsible for delivering care at the nursing home.

Resident: The resident under review.

Resident's Representative(s): Family members, legal guardians, or other representatives.

Local Authority Representative: Ensures compliance with local authority requirements.



6. Objectives

To review and discuss the current status of the Resident's placement and care plan.

To determine whether it is appropriate for the Resident to remain in the nursing home post Initial Period.

To agree on any necessary extensions to the Initial Period and set a new end date if required.

To ensure future reviews are planned and scheduled according to the care plan and contractual requirements.

7. Meeting Logistics

Date: [Scheduled Date of the Meeting]

Time: [Scheduled Time of the Meeting]

Location: [Meeting Venue]

Chairperson: [Name and Role of the Chairperson]

Agenda: A structured agenda will be circulated prior to the meeting, outlining topics for discussion, time allocations, and objectives.

8. Documentation

Minutes: Detailed minutes will be recorded and distributed to all participants.

Action Items: A list of actions with assigned responsibilities and deadlines will be created.

Review Schedule: A schedule for future reviews will be documented and agreed upon.

Extension Agreements: Any agreements on the extension of the Initial Period will be documented, including the new end date and the next review date.