



Boston Peer Group Meeting

Date:

ASA Staff member present: *TROY MELVIN / TRIXIE BURRELL*

Day Time Provider's in attendance:

Name	Signature
Joanne Burkitt	
John Chapman	<i>[Signature]</i>
Leigh Clarke	<i>[Signature]</i>
Stephen Johnson	
Mark Smith	<i>[Signature]</i>
Marisa Woodhouse	
Phil Janes	
<i>Steve Hayes</i>	
<i>JOHN CHAP.</i>	

Agenda:

- ✓ 1. Updates to weekly timetable and DTP capacity
- ✓ 2. Annual Leave and cover
- ✓ 3. Client practice awareness
- ✓ 4. Safeguarding
- ✓ 5. New referrals/intros
- ✓ 6. General Data Protection Act – Practice issues
- ✓ 7. ASA updates
- ✓ 8. AOB

Item 1 - Updates to weekly timetable and DTP capacity

Tracie welcomed everyone, talked about the peer group meetings - procedure - communication between each other and senior DTP.

SH said a few words. Talked about sharing information & ideas. Discussed where to take clients.

TB talked about how comms will work i.e. SH phone calls in the morning.

There was a general discussion on peer group team working - why this will work for clients - benefits clients. LC asked if she calls info into the

Item 2 - Annual leave and cover

Annual leave booked?

office - would SH be told. TM recognised that there is a need for info to be circulated.

CHA card at cinemas. Talked about pooling knowledge - SH discussed creating a folder to keep local knowledge in - where to go - what to do etc - for the benefit of DTP's.

TB then talked about the official agenda. Discussed holiday booking with the office - reasons why DTPs must request holidays now - before booking anything with travel agents.

Item 3 - Client practice awareness

Highlight clients with complex packages of support who may require cover in future.

Safeguarding procedures remain pretty much the same as always.
~~Discussed the new regulations~~

Item 4 - Safeguarding

Item 5 – New referrals/intros

Item 6 – General Data Protection Act

ASA need to ascertain what documents DTP's continue to have relating to the clients they support?

Discussed the new regulations within General Data Protection Regulations. This may require ASA to implement changes in procedures.

Item 7 – ASA Updates

Support Plan 1 and 2 – DTP will see these on WMS for all new clients.

Discussed how changes to client outcomes will be handled in the immediate future.

LC mentioned mileage issues, specifically home-to-client excess 10 miles. LC said she was not aware that the rules had changed with regard to this.

Item 8 - AOB

Identify date and time for next meeting – March 2018

Time finished: 11.45

Minutes will be uploaded onto WMS for DTP's to access.