



Sleaford Peer Group Meeting

Date: 02.02.18

ASA staff member present: ED & JD.

Day Time Providers in attendance

Name	Signature
Ray Montgomery	Apologies given
Felicity Davies	A. F. Davies
Andy Walton	A. Walton
Lynne King	—
Doreen Vickerson	Apologies given
Deborah Smalley	" "
Mark Legge	M. A. Legge
Sarah Yates	Apologies given
Julie East	" "

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 Regulations – Practice issues
7. ASA updates
8. AOB

Item 1 - Updates to weekly timetable and DTP capacity

DTP present gave overview of their capacity. ML & AW at capacity, FD has some availability.

These meetings will enable ASA to capture capacity. ASA are currently recruiting in Sleaford as need some PTP to cover annual leave & sickness.

PTP are asked to let Area Supervisors know any changes to hours or days of work. This is for safety & is part of lone working policy.

Item 2 - Annual leave and cover

Annual Leave booked - discuss cover

AW booked 28 4.18 - 12 5.18 - 23 9.18 - 4 10.18 + 20.19

SY - 1 week Aug. 6th + 13th.

NE = June - August

RM 23rd April (supervision/NMS)

ED asked people to be mindful of the number of people taking leave, as ASA need to cover clients cover..

Item 5 - New referrals/intros

ED highlighted that there are a number of referrals that currently waiting for funding to be in place prior to commencing work.

Recruitment - ASA looking to recruit in order to cover annual leave.

Item 6 - GDPR

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

Made individuals aware of the changes coming into force. Information will be distributed shortly.

Highlighted new support plan 1 & 2.

Item 3 – Client practice awareness

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

Discussed how ASA now need to offer cover when DTP's are on holiday. LCC are stricter & when people are audited they will be asked about cover & the need.

Meetings will provide an opportunity to discuss particular issues with clients & share information.

Item 4 - Safeguarding

No issues raised

DTP to raise all safeguarding concerns with Area Manager. ASA have someone on office duty daily to manage any calls.

Item 8 - AOB

Mark L brought in leaflet for
Shaws Trust

Next meeting 9th April @ 3.30pm - Stead
Head Office.

Time meeting finished: 9.30am.

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

Item 7 - ASA Updates

Sharon D - New Area Manager

Jenny P - New Area supervisor for
Grainborough & Lincoln.

Coffee morning proved positive &
successful, ABN may look to do
this again in the spring.

ABN recruiting in certain areas.

Training - all dates are out, please
return the forms as appropriate.