



Gainsborough Peer Group Meeting

Date: 15/2/18

ASA staff member present: SD & DB SOTP

Day Time Providers in attendance

Name	Signature
Sarah Royle	<i>S Royle</i>
Golan Cameron	
Michelle Walker	<i>M Walker</i>
Helen Corfield	
Penny Blythe	
Lesley Sutton	
Lesley Collingwood	<i>L Collingwood</i>
Stephanie Toms	
Janet Simpson	<i>J Simpson</i>
Wendy Oughton	<i>W Oughton</i>
Philip Juhos	<i>P. Juhos</i>
Nigel Bishop	
DAVID ALLISON	<i>D Allison</i>
DAVID BURROWS	<i>D Burrows</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 Regulations – Practice issues
7. ASA updates
8. AOB

Item 1 - Updates to weekly timetable and DTP capacity

W.O - New client K.F added to time table
L.C - Extra hrs with R.S added to time table
D.A - A.F should be changing hours when he returns home to Gainsborough in next 2 weeks.
DB SOTP given an up to date copy of timetable

Capacity -

S.R - Thurs pm
W.O - Tues pm
J.S - Tues pm, Wed am
M.W - would prefer to keep to Market Rasen and drop any clients in Gainsborough

Item 2 - Annual leave and cover

Annual Leave booked - discuss cover

J.S - AIL on WMS waiting
~~M.S - AIL on WMS waiting~~
P.J - AIL on WMS waiting
D.A - AIL on WMS waiting
W.O - Dates given to D.B
J.S - Dates given to D.B

DB has all information from W.O & J.S for AIL requests and cover required. Waiting requests on WMS for P.J, D.A, M.W, J.S comments for cover to be passed on to DB by S.O so AIL can be looked at.
Message on WMS regarding AIL process reiterated to DTP's.
DTP's to book all future AIL requests through DB SOTP

Item 3 - Client practice awareness

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

DTPs had already been contacting each other to share information about some clients.

WJ - Some concerns raised regarding client F.F.
Practitioner is involved and a meeting is being held.

Item 4 - Safeguarding

WJ - Discussed a client who regularly purchases scratch cards and is spending considerable amount of money. CPN is involved.
ASA will speak to CPN to discuss concerns.

R.S - Financial difficulties, struggling to manage her money and query about lacking capacity.
ASA will check if a practitioner is involved.

Item 5 - New referrals/intros

A.J - 10:0 - Tues pm 1-3:30

L.C - could do every other Saturday
when supporting JM

ASA to follow up referral and liaise with DTP's
for matching process.

Item 6 - GDPR

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

Advised that new legislation will be coming into
force in May 18 relating to Data Protection.

All clients care plans are being uploaded to WMS
anonymised with just initials of first and last
name with I.D number.

Care plans will no longer have full names on them
and should not be used.

ASA may need to implement further changes
relating to this legislation and will share all
updates.

Item 7 - ASA Updates

Discussed the need to inform ASA on call worker if working evenings or weekends.

At end of meeting some DTP's had already left before advising of an email just received by ASA confirming that the lone working policy was under review.

Message has just been placed on the WMS asking DTP's to contact the SOTP or Sleaford Office to inform of dates and times when working out of hours.

If DTP work to be carried out in an evening or weekend DTP's to contact the on call number to explain when support with client has finished in order to confirm DTP's safety.

S.D Area Manager now in post

J.P Area Supervisor now in post

D.B Senior DTP in post

D.B gave an overview of his role as SOTP.

Item 8 - AOB

J.S - Asked if B.B could be given an email address in order to contact him rather by phone/text.

PIP - Discussed support agencies with PIP applications.

Hub in Market Rasen very helpful, phone number to be shared - 01468 492423 Andy Sylvester CAB were supporting with PIP Applications service has been reduced.

Reiterated to all DTP's that they must not support with completing PIP applications but can support clients to access services such as CAB who can help. Contact ASA who can advise on services to sign post clients to.

DTP's asked for more information if messages left for them so they know how urgent it is and Training - what it relates to.

L.B & J.S reminded to confirm with ASA as soon as possible training dates for this year.

Cnb Sheet - J.S suggested a cnb sheet for some clients when cover given to provide DTP covering information relating to specific activities such as where medication is collected from. ASA will discuss proposal and feedback to peer group.

Time meeting finished: 5:15pm

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