



### Lincoln Peer Group Meeting

Date: 09/02/18.

ASA Staff member present: Elaine Rice, Jenni Perkins, Emma Butcher.

#### Day Time Providers in attendance:

Name	Signature
Jean Killingsworth	
Janet Grove	Janet Grove
Julia Farthing	Julia Farthing
Bob Heley	
Michelle Reynolds	
Kerry Truelove	
Jean Long	
Julie Laughton	
Joan Zuerner	Joan Zuerner
Shan Dixon	
Marie Boothman	
Pat Jackson	
Golan Cameron	Golan Cameron

#### 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. AO

Item 1 - Updates to weekly timetable and DTP capacity

- G.C.:- Will look at diary to see if there is anything.  
J.F.:- Possibly taking on a new client. (Sit 2 together.)  
E.R.:- Will discuss further.  
J.G.:- awaiting to see if existing client is having extra hours.  
J.Z.:- Possibly in the future.

For DTP's working in more than one area, call the allocated SDTP and they will speak with the other SDTP running the area. (if sickness occurs.)

Discussed E.R. will now be contacting DTP's weekly for updates.

DTP's to let E.R. know if each week they have any extra availability.

Item 2 - Annual leave and cover

Annual leave booked and cover required

- E.B. explained the leave message on WMS.  
G.C.:- mentioned that himself and J.G. have some of the same clients so will discuss with each other about cover.  
E.B. explained that we shouldn't be carrying hours over as could potentially lead to a reduction of hours.  
E.B. explained that we would need to know when changes occur for everyone's safety.  
Annual leave requests now go through E.R. then passed to J.P. to add onto system.  
J.Z. mentioned appointments she has - E.R. explained she can move hours about if that remains the same week and the client is ok with this.

### Item 3 - Client practice awareness

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

J.B.  
PRE,

CA:- cover would be arranged by the 2 current DTP's and will feed back the information to SDTP.

K.B:- GC explained this client is deteriorating and introducing new DTP's could be quite complicated. - would need to be aware of needs and how to help.

E.R to have access to all clients care plans so it can be made easier to match and support these clients.

### Item 4 - Safeguarding

C.A:- ongoing issues, possibilities of historic and current financial abuse. - GC has been noting everything down.

accident + incident forms:- ER advised that these are accessible to everyone. - also that they need to be handwritten and signed, then returned to office or scanned.

Item 5 - New referrals/intros

Explained that we are getting quite a few referrals coming through.

E.B explained the new process.

E.B explained that we are awaiting funds on Potential new clients.

E.B explained that SDTP will be involved with initial meetings for new clients.

Item 6 - GDPR

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

(Data Protection Act.)

E.B:- explained we need to be adhering to this.

E.B explained we are now paper low, if any DTP's have any paperwork for a client this needs to be returned to the office.

E.B explained initials and number on client paperwork now.

E.R.

J.F.

J.2.

J.G.

Item 7 - ASA Updates

Discuss Support Plan 1, and 2 - DTP's will see these documents on WMS for new clients.

Explained the new forms and showed DTP's the new forms and how they are set up.  
Explained Area supervisor will fill out and add to the system (WMS) in the initial and number only format

Item 8 - AOB

Discussed that maybe for the weekly phone call to each DTP it would be advisable to send texts to find an appropriate time.  
Also discussed it's nice to meet up with everyone and discuss different ideas. - nice not to be isolated - we will have separate suggestions if requested. we will still be approachable.  
E.R. explained that the weekly phone calls won't be for a long time so DTP's shouldn't be worried it will just be for updates.  
Had a chat about we will always attempt to help with different packages.  
K.B. - wellbeing involved for someone to come in a few times a week - GC asked if we could call client to see if he would like extra time so they have more productive time with him. - E.B. responded that we would look into this and arrange with CPN.

Time meeting finished: 11:45.

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

