

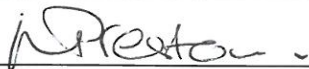
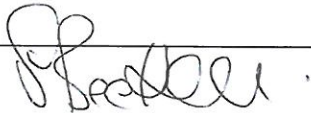
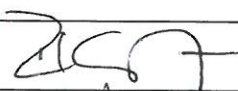
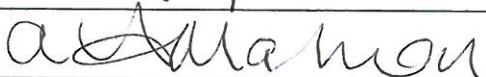



Spalding Peer Group Meeting

Date: 23-2-18

ASA staff member present:

Day Time Providers in attendance:

Name	Signature
Lucette Preston	
Julie Miller	
Liz Pike	
Janet Beeken	
Glynis Scalese	
Helen Broughton	
Chris Skinner	
Iain Knight	
Annabelle Mammen	
Angela Melvin	
Jennette Gray	
JOCELYN LEE	

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. GDPA – client documentation held by providers
7. ASA updates
8. AOB

Item 1 – Updates to weekly timetable and DTP capacity

Emma opened proceedings by explaining about the peer group meetings and SDTP role and reasons for it. Discussed hours being lost too often. Meetings to be used for information exchange. SDTP to contact each DTP at least once a week. Discussed role of SDTP with regard to covering absences and leave. Talked about the pro's and con's of Peer group v 121 supervision.

Item 2 – Annual leave and cover

Annual leave booked and cover required.

Janet B leave 19-3-18 to 26-3-18

Item 5 – New referrals/intros

Discussed referrals and lack of at this time. Discussed how we conduct intros now – how well they work when done by existing DTP or SDTP.

Item 6 – General Data Protection Act

ASA need to ascertain what documents DTP's hold relating to their clients?

Emara talked about GDPR regulations and how ASA are responding. Watch this space.

Item 3 – Client practice awareness

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

Item 4 - Safeguarding

Item 7 – ASA Updates

Discuss support plan 1 and 2 – these documents will be seen on WMS for new clients.

Emma discussed the new way of working with documentation – Care Plans to Support Plan. Reasons for changing system.

Tar discussed new way of working with conducting new intros with new clients..

Item 8 - AOB

Date and time of next meeting:

Friday 27th April 2.30 pm.

Time meeting finished:

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

