



Boston Peer Group Meeting

Date: 15.03.18

ASA Staff member present: Tray Melvin

Day Time Provider's in attendance:

Name	Signature
Joanne Burkitt	
John Chapman	
Leigh Clarke	
Stephen Johnson	
Mark Smith	
Phil Janes	
Steve Hayes	
Emma Duncumb	

Agenda:

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

Item 1 - Updates to weekly timetable and DTP capacity

All DTP's to inform SDTP when working out of hours so 'On Call' can be informed.

Interviewing - 20th March 2018, hope to increase capacity in Boston

Discussed where to take clients on wet days. Various ideas came from discussion ie cinema club, singing club etc. Tray agreed to collate information & add to WMS for all DTP's to access.

Discussed capacity - SH at capacity, available for cover only.

LC at capacity available for cover only.

ST looking at sitzger referral - some capacity in afternoons.

JB - every other Tuesday available for cover

Item 2 - Annual leave and cover

~~Discussed how DTP's can work together to cover holidays, & give ASA as much notice.~~

Discussed how DTP's can work together to cover holidays, & give ASA as much notice.

Highlighted the need for some clients to have introductions particularly those with complex needs &/or at times.

Discussed bank holidays & covering.

DTP to highlight any clients who do need cover & ASA will try where possible to cover.

Item 3 – Client practice awareness

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

Any clients who share DTP – opportunity to discuss

Client support - ^{cash tin}
Disabled badge

Client boundaries - discussed with team
& highlighted need to refresh themselves
with P & P's & code of conduct.

Highlighted self determination in work
practice & how easy it can be to
disclose information.

Discussed using initials in diaries &
1471.

Item 5 – New referrals/intros

Referrals at the office but waiting on finding.

As will bring new referrals to team meetings.

Item 6 – General Data Protection Act

Message on WMS – DTP's to let ASA know documentation they have and arrange to get it sent back to office to destroy.

Discussed all DTP's present returned old documents.

Asked DTP's to check WMS to ensure care plan are accessible.

LC asked question about reading policies? & how these are shown as read or not.

Item 7 – ASA Updates

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

Staff Structure –
Extension to SDTP role.

Item 8 - AOB

Identify date and time for next meeting - 2018

ST asked if he could have a time to ring each DTP. Suggested if he leave a message DTP ring back between 8-9am the next morning.

Discussed accessible peer group meeting ABA will contact DTP's who don't make 3rd meeting for a telephone supervision.

Thurs 10am May - 9am.

Time finished: 11.30 am.

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

