



Lincoln Peer Group Meeting

Date: 24/04/18

ASA Staff member present: Elaine Rice, Sharon Dickinson, Emma Butcher

Day Time Providers in attendance:

Name	Signature
Jean Killingsworth	
Janet Grove x	Maureen
Julia Farthing	ALL Apologies
Bob Heley	
Michelle Reynolds	Apologies
Kerry Truelove	Apologies
Jean Long	Apologies working
Julie Laughton	
Joan Zuerner	Visited briefly
Shan Dixon	Currently away
Marie Boothman	Apologies working
Pat Jackson x	P Jackson
Annie Hatherley x	Annie Hatherley

Agenda:

1. Updates to weekly timetable and DTP capacity
2. Annual Leave and cover
3. Client practice awareness
4. New referrals/intros
5. Practice issues - GDPR - Safeguarding
6. ASA updates
7. AOB

Item 1 – Updates to weekly timetable and DTP capacity

Discussed capacity

P.J – May be able to provide DTP cover during leave

J.G – Has capacity to take on an additional 3 hrs Thursday pm.

A.H – Commencing DTP work, currently has capacity.

Item 2 – Annual leave and cover

Annual leave booked and cover required

J.G – All AIL booked for this ^{year} so far

A.H – AIL dates booked for the year

P.J – AIL dates booked

Annual leave continues to go through SOTP for any requests and to discuss cover required for clients.

Item 3 – Client practice awareness

ASA re-visiting practices and would like to know of clients who use a cash tin in the home to manage finances. Please can DTP identify these clients to ASA.

J.S – Discussed concerns with using wheelchair and difficulties with pushing chair due to its weight.

E.P – Discussed difficulties client has with using her bank card. ASA are liaising with family about this. Different techniques are being used. Support plan is an on-going document which is reviewed regularly.

C.A – Meeting scheduled for May due to on-going concerns with funding.

D.L – Discussed support required and provided by P.J who was covering support for usual DTP.

Item 4 – Practice Issues

Discussion about boundaries and self determination

Item 5 – New referrals/intros

P.H - New client in Cherry Willingham looking for 2 hours support.

C.W - New client in Lincoln discussed looking for 8 hours support.

Item 7 - ASA Updates

GDPR - Annual Information Consent form handed out to DTP's.

GDPR form completed by P.J and J.G

SOTP Pilot will now be extended until October. The SOTP continues to be available between 8-9am for any DTP's to call.

8 new DTP's have been recruited to different areas.

A.H welcomed to the team

ASA are currently recruiting for a review manager for a full time position.

Item 8 - AOB

SOTP weekly calls feedback has been very positive
DTP's have shared that they value the weekly
calls and find this very beneficial.

Time meeting finished: 4:30

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