



### Gainsborough Peer Group Meeting

Date: 30/04/18

ASA staff member present: Emma Bycher, Sharon Dickinson,

Day Time Providers in attendance David Burrows

| Name               | Signature         |
|--------------------|-------------------|
| Sarah Royle        | Apologies         |
| Golan Cameron      | Apologies         |
| Michelle Walker    | Apologies         |
| Helen Corfield     | Apologies AL      |
| Penny Blythe       | Apologies         |
| Lesley Sutton      | LS                |
| Lesley Collingwood | Lesley            |
| Stephanie Toms     | St                |
| Janet Simpson      | Janet             |
| Wendy Oughton      | W.O. Oughton      |
| Philip Juhos       |                   |
| Nigel Bishop       | Apologies working |
| David Allison      | Apologies working |
| David Burrows      | DB                |
| Corrine Corfield   | Apologies         |
| Ellie Gowers       | Apologies AL      |

#### 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

WO – Mon pm, Wed pm, Tues pm availability  
S-T – Shil has some availability to cover clients on a Monday morning.  
L-C – No changes with capacity

Item 2 – Annual leave and cover

S-T – Has booked AL 23/6 – 30/6/18  
DB has made a note of these dates and will start to look at cover where required.  
L-C – JM – 2hrs uncovered at present, may be able to cover during the month, client is aware.  
LS – To explore cover for JM, 21st + 23rd  
LS to make DB aware.

### 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.

R-PAY – W.O has sought advice, GP visit suggested. W.O will speak to client about making an appointment.

P.R – S.T to speak to client about being involved in forthcoming job interviews with ASA. Visit to Australia to family DTP's have reported to have been successful. No progress made with housing application. S.T is supporting the client to express her views to the relevant people. May need to escalate this to a formal complaint. S.T will check with client if there is any further news.

### Item 4 – Practice issues

Safeguarding –

D.A – L.C reported no changes in situation with family.

H.W – Care Agency input has not been going well. Meeting has been held with Practitioner to discuss concerns. Care Agency has transferred over to new providers. Situation is being monitored by practitioner. LPFT Practitioner to be contacted and made aware of client's concerns with her care agency service.

#### Item 5 – New referrals/intros

M.S – New potential referral for a client in Market Rasen for 10 hours per week.

#### Item 6 – ASA update

GDPR – checked if any STP's still have any written paperwork to hand in to ASA in line with GDPR changes.

J.S and W.O. will hand in paperwork. Will liaise with DB for collection.

Two new STP's are now available to work in the Gainsborough/Market Rasen <sup>area</sup> CC & ES  
Welcome to the team!

Item 7 - AOB

Reviews -

M.K - Review of service form completed with L.C

Driving documents checked with W.O

Photo for I.D handed in by L.S

|  |
|--|
|  |
|  |

Time meeting finished: 4:30 PM

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