


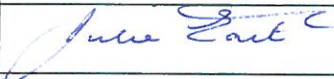


### Sleaford Peer Group Meeting

Date: 9<sup>th</sup> April 2018

ASA staff member present:

Day Time Providers in attendance

Name	Signature
Ray Montgomery	
Felicity Davies	sent appologies
Andy Walton	working
Lynne King	unable to attend
Doreen Vickerson	D Vickerson
Deborah Smalley	Unable to attend.
Mark Legge	working?
Sarah Yates	Unable to attend
Julie East	

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. AOB



Item 1 – Updates to weekly timetable and DTP capacity

one working policy ✓

Item 2 – Annual leave and cover

Annual Leave booked – discuss cover

DV = at capacity

JE = at capacity.

RM. = at capacity, has availability on a  
Tues if supporting  
clients in Lincoln  
would like 2 together.

Sharon has 2 clients waiting and to think  
would be suitable.



Item 3 – Client practice awareness

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

DE & RM = Respite try before you buy.

JM & JE nothing in place, been left on her own for 2 weeks, whilst relatives attend a funeral. Complex family set up.

DV & JW Very manipulative, knows hows to work the system.

WM & RM. Gift of Chicken Thighs - more upset at refusing them. - letter.

Item 4 - Safeguarding

N/A



Item 5 – New referrals/intros

Intro with JW & DS tomorrow,  
Intro with MW & HK end of month.

Item 6 – GDPR

ASA need to ascertain what documents DTP have relating to the clients they support?

DV returned documents for shredding

JE & already done

RM doesn't have any.





Item 7 - ASA Updates

JP = No longer with ASA.

looking at recruiting another AM.

~~Reviewing~~



Item 8 - AOB

Time meeting finished: 5 p.m.

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

