



Spalding Peer Group Meeting

Date: 23/06/18

ASA staff member present: Troy Melvyn, Sharon Diddington

Day Time Providers in attendance:

Name	Signature
Lucette Preston	<i>Lucette Preston</i>
Julie Miller	
Liz Pike	
Janet Beeken	<i>J. Beeken</i>
Glynis Scalese	
Helen Broughton	
Chris Skinner	
Iain Knight	<i>I. Knight</i>
Annabelle Mammen	<i>A. Mammen</i>
Angela Melvin	
Jennette Gray	
Jocelyn Lee	<i>J. Lee</i>
Margaret Smith	<i>M. A. Smith</i>

Agenda:

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

Item 1 – Updates to weekly timetable and DTP capacity

I.K – capacity Tuesday,
J.L – no capacity
A.M – capacity Monday, Wednesday, Tuesday am
M.S – capacity from 2nd August
L.P – capacity to cover Tuesday, Wednesday, Thursday
J.B – not regular clients
no capacity

MS introduced herself to the rest of the team.
No changes to timetable

Item 2 – Annual leave and cover

Annual leave booked and cover required.

No new dates
JL is covering annual leave dates already booked.

Item 3 – Client practice awareness

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

A-J – discussed clients preferences and best methods of communication.

SS – Discussed involvement in community activities and promotion of social inclusion. Client is enjoying badminton classes and socialising with others.

Item 5 – New referrals/intros

I. K – Starting with a new client

Referrals for Spalding area are coming through at present. New referrals will be discussed when at a point to progress with.

Item 6 – Practice issues

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.

Discussion around boundaries and self determination

Discussed the importance of maintaining professional boundaries with clients and not sharing personal information with clients during support sessions. Policy can be found on the WMS on professional boundaries.

Reminder given on the need to not share personal contact numbers with clients.

Item 7 – ASA Updates

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

New Area Supervisor recruitment

Feedback on SDTP role etc.

Support plan 1 and 2 document will be uploaded on to the WMS for any active clients. DTP's will be able to read these documents when assigned to clients. Two area supervisor positions have been advertised on the Indeed website.

Item 8 - AOB

Date and time of next meeting: 31/8/18

Feedback requested on the Senior DTP role.
Team members present feedback that they were happy with the support received and weekly calls.

Discussed clients practice sheets and how these relate to clients outcomes. Feedback ^{will be} given to DTP's when practice sheets are checked.

DTP's shared that admin staff have been very helpful if they have had cause to ring the office.

Time meeting finished: 4:15 pm

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

