



Boston Peer Group Meeting

Date:

ASA Staff member present: *T. MELVIN*

Day Time Provider's in attendance:

Name	Signature
Joanne Burkitt	
John Chapman	
Leigh Clarke	<i>Leigh Clarke</i>
Stephen Johnson	
Mark Smith	
Phil Janes	
Steve Hayes	
<i>Karen Glenister-Heighes</i>	<i>Steve Hayes</i>
<i>Kathryn Karakaya</i>	<i>Karl</i>

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.

Discussion on out of hours working.
TAM made point that as much notice as poss is good.

LC – recently lost client so up to 8 hrs approx
await.

KGH – Assuming KD starts, looking 4/5 hours.
Eventually when settled looking for more.

SH – Mon & Frid mornings 2/3 hrs each.

Item 2 – Annual leave and cover

KGH – 17.9 to 21.9. SH arranging cover.

LC – None planned

SH – “ “

Briefly discussed losing clients etc.

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

SH & LC share RP. Not considered complex however both DTP's liaise together when necessary. Discussed issue of client withdrawing cash - DTP doesn't always know how much cash being withdrawn.

LC made the point that it's always beneficial to be able to talk to the outgoing DTP before cover takes place. JAL agreed that this is a good idea where possible.

DTP conducted intro's best for this.

Discussed the issue of RC (client) with KGH. Informed her of the latest developments re - practitioner & OT.

SH talked about M.B also. M.B always declines cover.

Item 5 – New referrals/intros

Still waiting for ID to start. Talked about waiting for funding cases. Severet there.

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.

General discussion on retention of hand copy care plans etc.

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.

Discussed Support Plan 1 & 2 changes of format from old Care Plans. Slowly being updated.

Item 8 - AOB

Identify date and time for next meeting – 2018

L.C. handed over 3 months worth of practice note hand written because she is unable to use WMS.

Next PGM 10AM Mon 15th October

Time finished: 10.59 .

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

