



Spalding Peer Group Meeting

Date:

ASA staff member present:

Day Time Providers in attendance:

Name	Signature
Lucette Preston	
Julie Miller	
Liz Pike	
Janet Beeken	
Glynis Scalese	
Helen Broughton	
Chris Skinner	
Iain Knight	
Annabelle Mammen	
Angela Melvin	
Jennette Gray	
Jocelyn Lee	
Margaret Smith	

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

Changes to IK leave.

J.M. no longer requires cover

M.A. Covered by J.L. – ring and let know.
Thurs ~~13th~~ 13th.

Lucette Preston – at capacity.

Iain Knight – Can do Tues & every other Wed pm.

Margaret Smith Still free Weds.

Jocelyn Lee – Thurs AM or PM or weekends.

Annabelle Manner – Lots of capacity.

Item 2 – Annual leave and cover

Annual leave booked and cover required.

No Leave planned other than currently notified. TM made clear about when he is on leave (10-9-18 to 24-9-18)

Item 3 – Client practice awareness

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

No complex packages in Spalding.

Item 5 – New referrals/intros

TM discussed referrals. Mentioned that ED & TM will be looking at marketing in the area.

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 .

TM discussed. Previously identified PT as operating cash boxes.

Item 7 – ASA Updates

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

New Area Supervisor recruitment - *Discussed J.D & M.C.*

Feedback on SDTP role etc.

See Item 8 for M.S. comment.

Everyone agreed how usefull having SDTP was - especially new beginners (MS).

Item 8 - AOB

Date and time of next meeting:

Margaret Smith - says JH is invaluable
as SDTP - has helped

Advertise in parish magazine?? For discussion

Time meeting finished: 15.50

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

