

Devon Small Scale Provider Forum Meeting

Date:- 02.07.07

Time:- 10.00

Venue:- Step By Step, Dawlish

Those attending:-

Wendy Mason...Step One Services....chair

Linda Williams...Normanlea Society

Roger Thorner.....Camphill

John Southcombe...Camphill

Jan Navran...Exeter

Gary Bowld....Step By Step

Apologies:-

Mike Armstrong

Ian Greenaway

Deb Watkins

The minutes of the last meeting were read and agreed.

The letter regarding non-recurrent payments was discussed but no-one had heard anything further about this or about the proposal for the electronic 'clocking in and out' of staff.

It was pointed out that, if support hours were monitored by a 'clocking in and out' system, Supporting People might find that providers deliver more hours than are funded.

Risk assessment was further discussed. It is vital that this be in place for all new Service Users and we need to have all the relevant information before taking on a new Service User, particularly in the case of extreme risk. We need to be strong and challenge Care Managers on this issue. As quality employers our duty of care extends, not just to Service Users, but also to our staff.

Wendy:- We have to have the referral forms as proof of referrals for our Supporting People criteria. As such, Step One has devised its own and asks Social Services to use it.

Linda:- Incident forms must be completed and full records of challenging behaviour kept.

The meeting discussed the importance of documentation in regard to home workers, Adult Protection and risk assessments. Wendy has seen a

draft document which, hopefully, will be sent to everyone in due course. In the meantime, we must do the risk assessments for Service Users and staff where needed.

Contracts for Service Users were discussed; these need to be specific for each Service User and flexibility must be discussed from the outset.

The matter of PI work books and the difficulties in defining which staff did what and extrapolating this from logs was discussed.

It was suggested that it might be helpful to contact Supporting People for guidance if such problems are encountered.

The meeting returned to the subject of QAF criteria. There are some which simply cannot be realistically met [e.g. referrals if you cannot acquire any/ethnic diversity in some areas].

Wendy:-Would the meeting be agreeable to an approach being made to Matthew Burrige, Teignbridge Social Services, with regard to attending one of our meetings? If so, your outline questions for him should be submitted to the minutes secretary prior to that meeting.

Everyone agreed to this proposal.

Some people feel that Small Scale Providers are in a fight for survival and that Large Providers are favoured.

If this is the case then we should be motivated to attend these meetings and pull together.

The meeting closed at 11.40.

Next meetings:- Monday 1st October 10.00 Step By Step, Dawlish
Monday 26th November 10.00 Step By Step, Dawlish

