FERRY ROAD TEAM MEETING AGENDA

22/08/18 at 13:00

Present: MT, RC, KG, DT, CW, SW, VW, IB, AC

Apologies: WM, KF, JM-S, FW, SG

**Actions from last meeting**

* Would any staff be will to do MIDAS qualification? Not completed -on going

ACTIONS

SW will consider and get back to MT. SG may consider when he returns to work, but has not been asked.

* [www.social-care.tv](http://www.social-care.tv) e-learning courses –staff to look to see what they may want to do and let MT know. *Not competed, on going*

Will would like to do diet and nutrition with AC

MT suggested that staff might like to consider - H&S, Fire Training, Diversity & Equality, Nutrition & Diet, Risk Assessment

MT explained there were some courses she would like staff to do.

ACTIONS

MT will email staff and asks that over the course of next year they are done.

There should be quite times within rota to do these short courses. However, if there is not MT will discuss on an individual basis.

* Ideas for new rota

No ideas have come forward. MT restated her ideas for flexibility and imaginative use of time eg how could you fill the time effectively

MT explained that rotas will be changing as clients are changing college days and PD leaving. MT will try to keep it as close to existing as possible but new 1:1 times may need to move.

* Feedback and ideas/improvements on staff absence spreadsheet to be given to KG, WM, MT, HB - completed
* Planned staff handbook changes – on going

ACTIONS

WM & MT to make sure pension, Social Media, sleep in payments etc to be added

* Addendum to Contracts – on going

ACTIONS

MT & KG to make sure addendum to contracts are issued to cover pension to be added (sleep ins will be paid if you are on annual leave)

* The Peoples Pension scheme information to be resent. On going

ACTIONS

KG apologies. No packs have been received by staff – speak to Sheila

* Staff to let KG know if they cannot access their payslips. Completed
* Staff to let KG know if they have not got a copy of their P60. Completed

1. **Key Clients Files**

A file audit been done at Ferry Road – it was noted that some updates were needed. MT reminded the meeting that support plans are ‘live’ documents and encouraged all staff to ensure they are updated regularly.

Many learning trees are old version and do not have goals.

MT reminded the meeting that Learning Trees are about demonstrating progress. Goals can be very small! SMART= Small Measurable Achievable Realistic Time bound

Sometimes what is written in clients Learning logs is rather repetitive.

MT noted that there was a need to find a way for staff to easily record progress (then we have evidence).

MT said that staff were doing great stuff all the time, but we do not have evidence. Staff requested some guidance.

The idea of some sort of visual record of what clients’ goals are and if they have been achieved was discussed – staff to put thinking caps on!

ACTIONS

ALL KEYWORKERS to check their client files have the most up to date information

ALL STAFF to email any ideas they might have about how to display and celebrate client goals.

KG to email new learning trees to all staff and put on website

MT to email all staff some guidance on writing learning logs and setting SMART goals

KG will put the guidance on the staff area of the website.

1. **Key Workers**

MT proposed that key workers be changed around to avoid obsessive behaviour from clients. Every 6 months?

AC – happy to change, DT – would be a good experience VW – will just get obsessive again CW – how do you stop them becoming obsessive RC – would need to change at some point

Staff commented that they have started things with their key clients that they would like to ‘see through’, would be quite a lot hand over.

Is it worth changing – consider the effect on the clients. Will it benefit the clients?

Staff always remind clients that they are not a sole keyworker and that people support everyone.

The meeting noted that temporary changes could be good preparation for Key Worker holidays or illnesses.

The meeting decided to keep key clients as they are at the moment.

ACTIONS

ALL STAFF to keep reminding clients that Key Workers support all clients and are not ‘exclusive’ and that all staff are there to support them.

1. **Shift Cover**

CdeS with us now and CS will stay on after SG gets beck, hopefully things will then get easier.

WHATSAPP? – working, but still some last-minute cover requests going out

ACTIONS

KG and MT agreed to updates on a more regular basis.

1. **Toil**

MT explained that supervision will be done in shift and for attending Team meetings staff will be given TOIL which will be displayed on the Annual Leave spreadsheet.

1. **New Annual Leave year**

KG demonstrated the new additions to the Staff area of the website including A/L spreadsheet and the new A/L request form

MT explained that the website was a good place for us to demonstrate what great work we are doing.

ACTION

MT to email staff individually to give them their A/L hours for 2018/19

KG to update the spreadsheet with A/L hours for 2018/19

KG to investigate why not displaying correctly on i-phones

KG to email all staff to remind them of passwords and the email for photographs

1. **Weekly house checks and cleaning rota**

MT and staff are keen that clients take more responsibility for cleaning and tidying their house. Some clients seem to expect staff to clean up after them and wait on them. Some staff do a lot and use their initiative, some are not so keen on cleaning.

MT was clear that clients should be cleaning. They will need support. If staff are asked to do a cleaning task they should get a client to help them do it.

The instigation of a cleaning rota was discussed.

It was proposed that MT attend a Client House Meeting and explain to clients that a cleaning rota was needed. MT suggested that keyworkers could include reference to the rota as part of a clients’ goals.

MT will also remind clients that house checks are for their benefit – so that they know what they need to do. Clients to be encouraged to report issues to Orione themselves.

It was suggested that parents are made aware of when their offspring are on cleaning rota.

It was proposed that clients and parents be told that ‘if you want to eat you need to help prepare’ – this is to avoid clients being out all day and then rocking up for their meal!

Another option was that staff take responsibility for specific area of the house.

MT reminded staff that clients’ parents have agreed to take responsibility for the garden, although from time to time some gardening might need to be done.

ACTIONS

MT to email/ talk to parents about cleaning rotas, garden and meals

ALL STAFF to email an ideas on these issues to MT & WM

WM to design cleaning rota

1. **Clients holiday in October**

Dates 8th October –

From Ferry Road EC, ML and E are going on holiday.

MT asked that clients did not bring large bottles on shampoo etc with them but tried to buy travel size or take small or half used bottles.

Clients will have one cabin bag each plus one shared large suitcase for bottles, chunky jumpers etc.

MT suggested that it might be possible to arrange an activity break at the same time for WR, EN and BM.

HR has spoken to MT about staff taking A/L when they are not needed eg when clients are away on holiday. There are many different ways to do this which MT will explore and consult. MT agreed that if ASLL go forward with this plan then staff would have at least 3 months notice.

ACTIONS

MT to email staff with packing list for the holiday

1. **Feedback from Sir Vince Cable visit**

The visit went well and VC has emailed local councillors on our behalf.

MT apologised for a miscommunication on the Saturday which resulted in EC missing a boat trip in favour of baking cakes for VC’s visit.

1. **Activities**

A separate meeting between MT, IB, KF, WM and HB will be arranged to discuss activities.

MT requested that ideas for activities was always on the agenda for house meetings, in addition if ideas/desires were expressed by clients in their 1:1 time please could they be emailed to IB and KF.

1. **A.O.B.**

**Staff would like to discuss cleaning and gardening with clients**.

See item 7.

**New email addresses – is anyone having problems?**

No

**Charity Status update from MT**

An update was given and MT invited staff to express an interest in being a staff non -executive board member.

**AC has finished NVQ** – well done AC

**ML**

CW told the meeting that she was concerned that ML was not washing properly. He is also having trouble getting the temperature right on his shower. ML needs support for his evening wash routine.

ACTIONS

KG to put job description on the staff or trustee pages of the website

KG will send out team minutes and put on website.

KG will put client’ house meeting minutes on website too.

ALL STAFF to check ML is successfully completing an appropriate wash routine in the evenings

CW to update ML’s goals and support plan

1. **Date of Next Meeting is Tuesday 18th September at Ferry Road**

**Chair will be MT**