



DPUF Meeting: 25th June 2024

Minutes of meeting held at Winkfield Resource Centre

Attendees:

Victoria Dimandja (VD), Syed Rashid (SR), Sarah Abhram (SA), Kamla Rati (KR), Odai Quaye (OQ), Priti Naik (PN), Aninola Popoola (AP), Jas Hayer (JH) Greig Cloney (GC), Abiola Timothy (AT).

Minutes:

Welcome and Introduction

- GC welcomed members to the meeting.
- GC explained the function of DPUF and reviewed the agenda for the meeting.

Feedback from Last Meeting

- Discussion points raised in the last meeting about having members lead the DPUF meeting and sharing minutes on the DAH website were highlighted.
- Priti Nair has been elected through a democratic process to Chair our next meeting. This is a great opportunity for Direct Payment Holder's to be involved and get trained to become a Peer Supporter thereby contributing to the wider community.
- Minutes for all future meetings will be updated on the DAH website.

Presentation on Payroll Processing

- JH presented the end-to-end process followed by PayPacket to process payroll for Direct Payment Holders.



Open Questions

- PK raised a question on timesheets and the cut off times. JH clarified that the timesheets need to come through before the cut-off, but an exception can be managed based on a call to the support team to process the payment.
- SR asked about PA holiday payments. JH clarified that every PA is entitled to paid holiday and advised that once an alternate Carer is in place for the holiday period the holiday hours can be submitted for payment.

Announcement of Next Meeting

- GC thanked the members for attending.
- Next meeting: 1:00 PM Tuesday, 30th July 2024.
- Special Speaker: Representative from Mark Bates Limited to discuss insurance packages for Direct Payment Holders.

Action Items:

- Update the minutes of this meeting on the DAH website.
- Prepare for the next meeting with Priti Nair assisting.

Adjournment:

- Meeting adjourned by GC.