



## **DPUF Meeting: 1 PM, Tuesday 31<sup>st</sup> Mar 2026**

Minutes of meeting held at The Winkfield Resource Centre

### **Attendees: 20**

Priti N (PN), Suparna B (SB), Okkes T (OT), Fatman T (FT), Osman D (OD), Orkun S (OS), Graham D (GD), Maura S (MS), Angie A (AA), Salwa S (SS), Menassie Y (MY), Sherine K (SK), Sarah A (SaA), Selda A (SeA), Linda D (LD), Ndonga D (ND), Phil S (PS), Darren W (DW), Dylan S (DS), and William C (WC).

### **Minutes:**

#### **Welcome and Introduction**

- PS gave a brief introduction to new DP officers DS and WC
- DS welcomed members and informed everyone of housekeeping rules before handing over DW to lead

#### **Presentation and Discussion**

DW began the workshop for Being a Better Employer. General outline included job advertisements, interview preparation and skills, as well as relevant documentation.

#### **Pre interview stage**

- Invited people to analyse a simple job description
  - MS and PT mentioned the lack of detail
  - DW follows with the fact that it all needs more detail, such as practical details, role expectations, and requirements
  - SA asked if we could zoom into the slides
  - DW addressed request and let them know the forum would be able to adjust for next presentation and could send the slides over for review after
  - PN had DBS queries and if they were mandatory
  - DS responded that DBS checks were not mandatory by law but highly encouraged. It is a personal preference for the employer.
  - GD recommended for description not to include hourly when mentioned wages but paid "London Living Wage", as in his experience candidates though hourly meant cash in hand

- PA employment can be advertised via faith groups, community centers, social media, job sites (but these might need paid)
- PAs can be found through agencies, but also personal connections such as hobby groups, church, etc.

### **Interview stage:**

DW suggested protocols such as obtaining a CV, improving listening skills, and open body language.

- DW also stressed the importance of obtaining Right to Work from the employee as it is a legal requirement. If possible, also ask for references to see if the candidate has experience/good character.
- DW asked WC how DP users could set up DBS.
- WC responded that DAH can assist with this.
- DW concluded by suggesting ways to improve personal development of PA, such as performance reviews and feedback.

### **Conclusion**

DW presented a QR code of the feedback form.

### **Ending**

- WC, PS and DS took questions.
  - MS inquired about managing finances.
  - WC explained that there are various methods, but primarily DP holders use a payroll company for handling things such as tax, insurance, etc.
  - PS clarified there are different methods and it's up to the preference of the DP user.
  - AA asked how much money PAs get.
  - WC and PS explained that from April, DP value has been uplifted to £18.19. PAs would not get whole portion, as some is contributed towards tax, pension, insurance, and payroll fee.
  - Discussions over London Living Wage occurred which is £14.80. New DP rate would allow DP holders to pay their PAs that amount.
- PS took suggestions for future forum topics. Proposed inviting the Council and service providers
  - PN suggested that PAs should know about epilepsy, hearing disabilities.
  - PS suggested that individual employers can inform PAs of their disabilities as there are wide varieties, both common and rare. Can arrange one-to-one to facilitate.

- GD proposed community safety, MS proposed accessible public transport, PN proposed respite care and elder financial abuse, GD proposed insurance, SK proposed employer responsibilities.
- SK also proposed remote methods for attending the forum. PS agreed but informed group that setup to accommodate would be expensive but would brainstorm ideas.
- PS suggested DASH would put out poll to see attendees' preferences.
- PS suggested having Aids and Adaptations Team from Haringey visit
- LD suggested housing which was echoed by many.
- PS responded positively, as DPUF is not just about DP but also any relevant topics that may affect DP.
- GD asked if anyone had a care review in the last 4 weeks. No one has.

### **Action Items**

- DW to see about making slides larger
- DS and WC to send out poll for possible remote attendance
- DS, WC and general DP to take suggestions and prepare future topics for DPUF
- DS and WC to follow up with appointments made

### **Adjournment**

- Meeting adjourned by DS and WC.
- Refreshments and Networking.