

**West Mercia Locality Partnership Forum Meeting**

**Wednesday 26th October 2016 at 1300 hours**

**Worcester Hub**

**Present: Michelle Brotherton MB General Manager**

 **Adrian Ball AB Area Manager – Worcester**

 **David MacDonald DM Acting Area Manager – Bromsgrove**

 **Lee Hutchinson LH Acting Area Manager – Herefordshire**

 **Barry McKinnon BM Area Manager - Shrewsbury**

 **Steph Whitehouse SW Acting Area Manager – Donnington**

 **Lucy Mackcracken LM HR Manager**

 **Les Smith LS Health, Safety & Risk Manager**

 **Pete Green PG Unison**

 **Andrew Johnson AJ Unison**

 **Steve Taylor ST Unison**

**Apologies: Nicholas Montandon Dug Holloway**

 **Jenny Cocks Stuart Gardner**

 **Kim Starsmore Rachel Bishop**

 **Tracy Jones**

**In Attendance: Sharon Davies SD P.A.**

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| **ITEM** |  |  | **ACTION** |
| **1.** |  | **EPR Update*** Paul Baker (PB) joined the meeting to give an update on EPR following feedback received from staff.
* Newsletter is to be sent out to inform staff of updates.
* PB confirmed that EPR should be completed on all cases with the exception of a death, when until agreed with Coroners, paper copy is to be completed.
* Further updates will take place in November, to include adding spellcheck and dosages.
* PB stated that feedback received from West Mercia staff has helped and feedback from GP’s has been very positive.
* The patient history module will be looked at next.
* MB confirmed that staff champions have been appointed and workshops have been held for staff in West Mercia.
* ST raised the issue of booking out of drugs as batch numbers disappear from the EPR.
* PB confirmed that this issue has been recognised and it is being looked at to add an end of day summary to the system.
* PB also asked for staff to be reminded to not unplug the EPR to charge mobile phones.
* Also staff need to be reminded to ensure they are logging off at the end of their shift and not leaving defibs on.
* PG raised the issue of staff losing jobs and can’t get them back and PB confirmed he has been made aware of these cases and advised that they can be found in “open cases”
* PB also confirmed that he has requested which notes are required as there are many boxes, and he is waiting for feedback.
* ST raised his concerns over the EPR not pairing with the Zoll Deb and PB confirmed the problems were mainly with the Zoll connections.
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| **2.** |  | **Apologies**Apologies were received and noted as above. |  |
| **3.** |  | **Minutes / Action Points from last meeting*** Minutes from the meeting held on 14.09.16 were agreed as an accurate record by those in attendance
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| **4.** |  | **GM Update**ARP Update* MB confirmed the revised ARP update had gone live and WMAS is the only Trust out of 3 which now working with Categories
* Category 1 = 8 minutes
* Category 2 = 19 minutes
* Category 3 = 40 minutes
* Category 4 = 90 minutes
* No issues have been reported since live date.
* AJ asked if end of shift tasking update can be put out to staff.
* PG confirmed this is a 2-week trial at the moment.

Workforce* MB stated that the current workforce is a concern and currently Shropshire have 19 WTE vacancies, along with 2 x AFA vacancies.
* Worcestershire has also seen a reduction with staff leaving.
* From 20.11.16 all internal regional transfers have been put on hold until April 2017.
* MB is attending a meeting on 31.10.16. re Regional Transfers and work force. PG raised shortfalls at Evesham and MB confirmed these will be backfilled and that they had received 3 resignations within the last 6 weeks for Evesham.

Paediatric Update - Worcestershire* MB confirmed that she, Mark Docherty and Matt Ward had attended a 6-week review meeting regarding the recent changes.
* Commissioners have agreed to continue funding 2 x 24-hours DCA’s for a further month. Conveyances are up on the predictions for the first 6 weeks of the reconfiguration.
* MB confirmed that all concerns raised by staff were being escalated and staff were receiving feedback.

DCA to RRV Changes* MB confirmed that a further two RRV’s were being converted to DCA’s in Worcestershire as discussed at the last meeting.
* Risk assessments had been carried out at Malvern and Stourport by AB, LS and SG

Malvern* AB confirmed that space for extra lockers has been identified.
* There are currently no changing facilities so it has been suggested that the sluice room being used for CD’s and the current CD storage room be converted to changing facilities.
* Risk Assessment was agreed for 10 staff
* AB is meeting with staff on 27.10.16.

Stourport* AB confirmed the biggest issue here was the parking for a DCA.
* AB has spoken to the landlord and is currently looking at parking the DCA at the front of the building so would be outside the current barrier.
* There are also currently no changing facilities for staff and the landlord has no issues with the extra toilet on the landing being converted and putting in extra lockers.
* ST asked if there were any timelines set for these changes and MB stated that ideally before Christmas but she was aware of rostered staff needing to be taken into consideration so would make a recommendation to OMT for post festive period, mid-January 2016
* ST asked if any further closure were due to take place and MB stated that she hasn’t been requested to reduce anymore at present but could not confirm this would not happen especially with the ARP and the importance of getting a DCA to those patients requiring conveyance to hospital.

Kidderminster* MB confirmed that a new site will be looked for but currently unsure on requirements regarding PTS.

Redditch* MB confirmed that Moons Moat was to be closed and staff to be relocated to Clews Road. MB confirmed that risk assessments had taken place to ensure adequate facilities etc. This risk assessment had been undertaken by DH, LS and AJ. It is acknowledged that parking is an issue at Clews Road. MB explained that options considered:
* Option 1 was to put RRV at Clews Road
* Option 2 was to move RRV to Clews Road as DCA
* Option 3 was to move RRV to Bromsgrove at DCA
* The preference was Option 2 to keep a resource in Redditch with some adjustment around staff parking.
* DH had spoken to KFC who have agreed for us to use their carpark, which has security cameras and is controlled.
* MB has asked DH to work with Estates and write to Landlord regarding staff parking on site at night.
* DH has met with staff to inform them of the changes.
* AJ asked when does the contract end for Moon Moat and MB confirmed that the contract will be terminated early.
* AJ asked what the rationale was regarding the closure of sites and MB stated that WMAS wanted to reduce Estates and overhead costs in the long term as part of the efficiency programme.
* Regarding the patient will not wait policy AJ stated that this is going to happen and we won’t get to the patinets in Redditch in a timely manner.
* MB stressed that Risk Assessments have been done regarding the impact of the closure of sites and the issue with the KFC parking has also been done and added to the Risk Register.
* AJ then asked if these changes have been done under the change management policy.
* MB confirmed that the only thing changing would be the base of the staff, no rotas would be affected.
* LM confirmed that mileage can be claimed by staff moving.
* AJ stressed that the KFC Carpark request was against union advice and MB stated that this had been sought to enable staff to stay in Redditch.
* MB reiterated that there were cameras and controlled parking.
* MB stressed that WMAS were not obliged to provide parking for CAS Sites and AJ stated that staffside don’t agree.
* A discussion then took place when AJ enquired to validation of staff car insurances.
* AJ then asked the question of drugs on site and MB confirmed there will be extra drugs provided but the vehicles will go be going through make ready at Bromsgrove and will be restocked. They will have enough for the commencement of shift.
* AJ raised the issue of a current situation where EOC had sent two crews for meal break at Clews Road and there was also a crew on standby. This led to parking difficulties. MB confirmed that she was aware and that EOC management had been updated with number of crews etc the site could accommodate.

Hospitals* MB confirmed there were ongoing issues at Hospitals that have been flagged regarding capacity issues. SATH and WRH/AGH were outliers with the over hour delays and we were seeing a trend of not being able to off load into the ED departments.

Flu Programme* MB confirmed that Flu Clinics are being held on each Hub and asked to encourage all staff to attend.
* Each member of staff who have the flu jab will received a £20 voucher.

Compliance Checks* MB reported that the Trust were still waiting for the outcome following the recent CQC visit.
* MB advised that Mr Marsh and Andy Proctor were regularly visiting sites and following a visit by AP on 28.10.16 issues had been identified at Bromsgrove.
* MB stressed that we need to ensure staff are complying
* Main issues raised at Bromsgrove were regarding security.
* MB reinforced the importance of , vehicle security and shore lining.
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| **5.** |  | **Risk Register*** LS reported that as of 27.10.16 the risk register will be upto date.
* LS circulated an Incident Report Summary for discussion.
* AJ asked if staffside could be identified to be involved in all 54’s and MB confirmed this has been raised with Diane Scott who confirmed that this would need to go through a group
* AJ stated he would keep in mind and discuss with other Risk Managers.
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|  |  | **HR Update*** LM updated on the current HR appointments that had been made following Mark Ratley leaving the Trust.
* Ellie Huddleston will be HR Advisor for West Mercia.
* LM will be HR Manager
* Rachel Bishop will be HR Manager for Birmingham, Black Country but will be maintaining her advisory post for West Mercia until Ellie returns from Maternity Leave in February 2017.

Owed Hours / Annualised Roster* MB advised on the historical agreement - that staff who have been in the service for over 10-years would balance out their hours over the rota cycle (10 years). Staff with less that 10-years service would balance their hours annually.
* MB advised that hours will be worked out from 01.04.16 – date of leaving to ascertain what is required to be paid back or what is owed to them on leaving the Trust
* The letter that staff will receive from HR when they leave will state total hours that are owed since joining the annualised hours rota’s as it was an EMB decision as to the claw back of the hours. MB reinforced that all of this would be reflected in the letter on resignation and explained that it was important that everyone understood where we were at. All acknowledged confirmation.
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| **6.** |  | **Any Other Business**Pershore* AB updated on the recent security changes that were due to take place at Pershore Fire Station.
* New key safe was in place for a key fob that is required for Ambulance staff access.
* The second door is alarmed and if open for more than 10-minutes will set off the alarm.
* All other codes inside the building remain the same.
* AB stated that if the alarm does go off then staff are to contact EOC who will inform the Fire Service.
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|  |  | **Date and Time of Next Meeting****Wednesday 23rd November 2016 at 1300 hours Worcester Hub****Agenda Items to be with General Manager by 1200 hours** |  |