

BBC : LOCALITY PARTNERSHIP FORUM

MINUTES OF MEETING HELD ON THURSDAY 22 SEPTEMBER 2016 AT 1300 HOURS AT MILLENNIUM POINT

PRESENT:	Nathan Hudson (NH) - Chair	General Manager BBC
	Dax Morris (DM)	Area Manager
	Paul Baylis (PB)	Area Manager
	Liz Parkes (LP)	Assistant Area Manager
	Jenny Cocks (JC)	EOC Commander
	Carla Beechey (CB)	HR Manager
	Matt Brown (MB)	Assistant Health, Safety & Risk Manager
	Paul Tolley (PT)	Education and Training Manager
	Ray Lloyd (RL)	UNISON
	George Graham (GG)	GMB
	Mike Hooper (MH)	Unite
	Kieron Ward (KW)	GMB
	Alan Randell (AR)	Unite
	Corrie Martin (CM)	UNISON
	Pat Kelly (PK)	UNISON
	Brian Bessant (BB)	UNISON
	Andy Burke (AB)	UNISON
SECRETARIAT:	Sam Walton (SW)	

No.		ACTION
16.09.1	APOLOGIES	
	Brian Clarke	
	Jeff Lowe	
	Reena Farrington	
	Steve Lawless	
	Emma Musticone	
16.09.2	MINUTES OF LAST MEETING – 28 JULY 2016	
	The minutes were agreed as an accurate record.	
	The following points were noted:	
	<u>Page 3</u>	
	Security at Hubs ~ Staff side raised the issue of security at Hubs in	

	<p>the Black Country, noting that there is not as much security when compared to Birmingham. Management noted that this can depend on the area. All sites have been security risk assessed by Steve Elliker. Staff side noted the lack of fencing at West Brom and Dudley. Management felt that there were no issues at Dudley. LP stated that fencing at West Brom would help to secure the vehicles and staffs personal vehicles, however noted the cost implications. Management agreed for West Brom to be reviewed with Steve Elliker. New Action.</p> <p><u>Page 4</u></p> <p>3.11 – 16.06.11 ECA to Technician Course ~ Staff side sought clarification with regards to all ECAs being given the opportunity to apply for Technician courses. Management confirmed that there were currently no courses planned in for next year. It was also noted that all ECAs had been offered courses in the past.</p> <p><u>Page 6</u></p> <p>16.07.7.3 EPRF – safe storage of equipment during transfer from vehicle to hospital ~ Staff side asked if this could be picked up by the Risk Team. MB agreed to review with RL. New Action.</p>	<p>LP</p> <p>MB/RL</p>
<p>16.09.3</p>	<p>ACTIONS FROM MINUTES – 28 JULY 2016</p>	
	<p>3.1 16.01.76 St Johns</p> <p>Management stated that there were no plans to engage St Johns over the winter period. Management noted that Chris Bearne was leaving the Trust. Management proposed that if St Johns are to be used, that Staff side are involved in reviewing the governance structure. Staff side agreed.</p> <p>MH highlighted the issue of St Johns crews just booking on with Control and if this process was still used. Management confirmed that no one external could book on in this way now. This process had ceased.</p> <p>Action closed</p>	
	<p>3.2 16.05.5 Risk: HART – Bariatric patient</p> <p>MB stated that HART had been chased in relation to the case highlighted. Following discussions it was agreed that this action was closed. Management confirmed that the SOP for bariatrics had been drafted. This was due to go live on 16 October, and management noted that an update was due to be provided at the next RPF.</p>	

		Action closed.	
3.3	16.05.5 Risk: Adjoining gate at Erdington	<p>MB confirmed that Chris Burbidge in Estates was in constant dialog with the landlord at Erdington with regards to this matter. There was no change at present. Staff side asked if this was on the risk register. Management confirmed Yes.</p> <p>Action closed</p>	
3.4	16.06.8 Parking at Hubs	<p>Management confirmed that the risk assessments had been completed and the issue had been logged on the risk register. Currently waiting for Estates and the Landlords to meet to discuss any changes to the ground. Management also confirmed that parking at West Brom was being reviewed.</p> <p>Action ongoing</p>	NH / MB
3.5	16.06.9 Boxes of Paracetamol/Ibuprofen	<p>Management confirmed that this query had been raised with Euan Connell. Staff side highlighted that the Make Ready team remove the strips from the boxes and noted that once the tablets have been removed it makes it difficult to read the batch numbers. Management agreed to raise with the AFAs with regards to keeping the boxes.</p> <p>Action ongoing</p>	DM
3.6	16.06.10 Oxygen Bottles	<p>MH confirmed that he had not received a response from Euan Connell. NH stated that he would follow up.</p> <p>Action ongoing</p>	NH
3.7	16.06.13.6 Safety Needles	<p>Management confirmed that no smaller gage needles are available and that this had been clarified with the Clinical Team who were happy for the needles to be used on Paediatrics. Management noted that any concerns are raised through a WMAS 54.</p> <p>Action closed</p>	

3.8	<p>15.09.5 Army Medics uniform</p> <p>Management confirmed that this issue had now been resolved, with Army medics issued with green shirts.</p> <p>Action closed.</p>	
3.9	<p>16.07.5 Risk: Prison safety</p> <p>MB confirmed that this action was outstanding and will catch up with Rob Cole in relation to a risk assessment for staff visiting prisons.</p> <p>Action ongoing</p>	MB
3.10	<p>16.07.5 Risk: Stacking Calls</p> <p>Management and Staff side felt that this action should be resolved through the EOC RPF.</p> <p>Action closed.</p>	
3.11	<p>16.07.7.4 Request number of new staff allocated to hubs 2016 – 2017</p> <p>Management confirmed that this had been emailed out to the group.</p> <p>Action closed</p>	
3.12	<p>16.07.7.5 Police in attendance stated but incorrect</p> <p>Staff side confirmed that this action could be closed.</p> <p>Action closed</p>	
3.13	<p>16.07.7.6 Pay slips not on hubs one week prior to salary run as agreed</p> <p>Management stated that the payslips would be picked up from Payroll by NH/DM for BBC and distributed to the Hubs.</p> <p>Action closed</p>	
3.14	<p>16.07.7.9 Facilities and Capacity at Standby and Hubs</p> <p>Management confirmed that a notice had been issued to Control with regards to the numbers of resources sent to standby.</p>	

		Action closed	
3.15	16.07.7.12 Mobilisation Criteria	NH confirmed that this information would be distributed to the group. Action ongoing	NH
3.16	16.07.7.13 Oldbury Custody suite	Management stated that a WMAS 54 had not been received. Management noted however that the issue regarding the entry and exit to the building had been resolved and any issues should be fed back locally. Action closed.	
3.17	16.07.7.14 Tamperproof seals on morphine	MB agreed to raise at the next Clinical Equipment Group meeting as was due attend. Action ongoing	MB
3.18	16.07.7.16 Estates Action List	Management stated that a copy of the list would be obtained and forwarded to the Group. Action ongoing	NH
3.19	16.07.7.18 End of shift tasking	1. Crew given job in last 30 minutes of shift. Case provided by KW to be looked into by JC. Management confirmed that a WMAS 54 had been received and that a response regarding this case had been emailed to the group. 2. Reports from Orbit to be provided to the group at meetings. JC stated that for BBC there had been 114 late assignments of which 5 were to be reviewed for appropriateness. Management confirmed that this would be added to the Agenda for each meeting.	

	<p>3. Clarify Training for EOC staff re: Meal Break Policy</p> <p>JC stated that no specific training had been agreed, however all staff had been fully briefed and any errors would be dealt with as appropriate. Mandatory training was ongoing for all staff and a half day for ARP had also been provided.</p> <p>Action closed.</p>	
3.20	<p>For Information</p> <p>Item 2: Band 4 Grievance</p> <p>Management confirmed that this item could be removed from information section on the action sheet.</p> <p>Item 3: Weight of Bags</p> <p>MB agreed to raise at the next Clinical Equipment Group meeting as was due attend and provide an update at the next meeting.</p>	MB
16.09.4	<p>EDUCATION AND TRAINING</p> <p>E-PRF Training</p> <p>Staff side raised the issue of the E-PRF training. It was felt that the training was not substantial enough to cover all the functions in 2 – 3 hours.</p> <p>PT noted that E-PRF training is also covered on day 2 of the training program.</p> <p>Discussions moved to errors with staff side asking how these are monitored. PT stated that errors are fed back to training to pick up and are then monitored to see if the issue is a one off event.</p> <p>Management noted the requirement to start using E-PRF once trained. It was acknowledged that staff may wish to feel competent in using before going live. Management stated that any extra support or training can be facilitated. Staff asked if a notice could be put up. Management asked that any requests are made through the CTMs as it is more beneficial to practice on live cases.</p> <p>Ramping training</p> <p>Staff side asked if this training was being delivered on all courses and to all as some staff had received and some had not. Staff side also raised to the IPC issues. PT to look into the matter.</p>	PT

Reflective learning box on new pit stop cardiac arrest form submitted with PRF.

Staff side raised the issue of the reflective learning section on the new pit stop cardiac arrest form and raised concerns with regards to this being submitted with the PRF.

PT noted that this is the opportunity to reflect from own perspective on the case.

Staff side noted that this document could be sent to coroners and families could see the information. PT acknowledged this but stated that it is up to the individual how this document is used for reflective learning.

Staff side noted how good the pit stop and checklist was.

Management noted that the reflective learning section was optional.

16.09.5

RISK

Driving incidents

MB noted to the group that RTCs are one of the top trends at the moment. It was noted by management that the majority of incidents are for manoeuvres and not blue light driving. Management stated that it appears to be the confined spaces that are causing the issues, and also not watching colleagues reversing.

Discussions followed with regards to the driving courses and the need to complete driving course more in the city centres in order to prepare for those conditions that would be faced with on a daily basis.

Staff side asked if the training is completed in an actual ambulance that they will be working on. Management confirmed Yes.

Management noted that any training issues/needs should to be highlighted to a manager to ensure that the appropriate support can be given to staff.

Discussions moved on to the cameras/sensors when reversing and new technology available such as radar. Staff side highlighted that they don't always work on vehicles. Management stated that the use of a banksman should always be utilised and a defect form completed to ensure that the problem is fixed.


	Monitors	
	PK raised the issue of the charging brackets on the monitors which have corroded. PK noted that a WMAS 54 had been submitted but had not yet received any feedback. Wanted to ensure that it was an isolated incident and have the other units checked. DM to follow up with the AFAs.	DM
16.09.6	UPDATE ON VIOLENCE AND AGGRESSION CASES MEETING	
	No further updates were provided to the group.	
16.09.7	STAFF SURVEY	
	Management asked Staff side to encourage members to complete this year's Staff Survey.	
16.09.8	ANY OTHER BUSINESS	
	<p>8.1 Local meetings to be minuted and included in LPF papers</p> <p>Staff side asked if the local meeting could be minuted and included in the LPF papers.</p> <p>Management agreed to bullet point notes to be collated and sent into SW for inclusion in the papers. DM to advise managers.</p>	DM
	<p>8.2 Finishing on time</p> <p>Staff side noted that crews are receiving jobs and finishing on time, however these can sometimes be on the other side of the city. This is adding to incidental overtime as crews get back to their base station.</p> <p>Management acknowledged this issue, however stated that once the jobs have been allocated there is little action that can be taken.</p>	
	<p>8.3 HALO slides</p> <p>Staff side asked if the use of Officer slides for HALOs was correct and had they received the major incident training.</p> <p>Management confirmed that the HALOs had been to NARU for the training and that there was just one HALO outstanding left to complete the training.</p>	
	8.4 HALO's Triaging	

	<p>Staff side asked if HALOs were qualified to triage.</p> <p>Management confirmed that they are.</p>	
8.5	<p>Unofficial Observers</p> <p>Staff side raised concerns over unofficial observers on hubs.</p> <p>Management stated that a clear Policy is in place and agreed to pick up this issue locally.</p>	
8.6	<p>HALO instructing crews to go to other hospitals</p> <p>Staff side raised the issue of HALOs instructing crews to go to different hospitals as they are closer but the patient should be attending a particular hospital. Appears to be by passing the hospital desk.</p> <p>Management agreed to pick this issue up locally.</p>	
8.7	<p>Use of stage 2 sickness for Paramedic selection</p> <p>Staff side raised the issue of members of staff being treated differently in relation to being on stage 2 of the sickness policy when applying for Paramedic courses.</p> <p>Management stated that attendance in general is considered when recommendations are made for Paramedic courses, not just sickness stages. Management stated that individuals can receive feedback through their line manager.</p>	
8.8	<p>Number of crews having their breaks off station</p> <p>Staff side asked for the data regarding crews having breaks off station.</p> <p>JC to provide to the group.</p>	JC
8.9	<p>Secondments – Adverts and interview process</p> <p>Staff side raised the issue of secondments which may have not been through recruitment processes.</p> <p>Management stated that to fill current vacancies and ensure stability during the winter period, secondments have been put in place in line with Agenda for Change. These were development opportunities that had been offered through an expression of interest to the ASOs.</p>	
8.10	<p>Wider aspects of phased returns</p>	

		<p>Staff side raised the issue of phased returns in relation to crew members being unaware of the reasons why a member of staff maybe on a phased return and therefore being unable to support them fully, with regards to attending particular jobs etc.</p> <p>Management acknowledged this issue, however noted that it is the individuals choice to reveal that information. Management agreed to raise this at meetings with individuals to encourage a dialog between themselves and the crew on why they may be on a phased return.</p>	CB
	8.11	<p>Clock changes</p> <p>Staff side noted that have been inconsistencies in the past in relation to pay and finishing times when the clocks change.</p> <p>Management stated that there are no changes from the guidance issued last year and any individual concerns should be addressed to line manager.</p>	
	8.12	<p>Second microwave for Aston</p> <p>Staff side requested a second microwave for Aston Hub due to number of crews there at any one time.</p> <p>Management confirmed that this had been ordered</p>	
	8.13	<p>Crew returned to Hub before meal break window opens and refused option of fetching food</p> <p>Management stated that crews are able to fetch food and requests are looked at on an individual basis.</p>	
	8.14	<p>Need for limit on crews on meal breaks at hubs</p> <p>Staff side highlighted the issues with regards to the number of crews on break and the facilities available in order to sit down and relax.</p> <p>Management stated that at busy periods there are only so many places staff can go on break. Management agreed to ensure that the table and chairs numbers at Hubs are suitable and if any problems are raised an officer will attend the hub.</p>	DM
	8.15	<p>Are staff insured to drive vehicles back to their base hub whilst on break</p> <p>Management stated that staff are insured however voiced</p>	

	<p>their concerns that staff should be resting whilst on break and not driving back to their base hubs. Management acknowledged the reasons why staff may wish to do so in relation to busy hubs and being closer to base, but felt that from a welfare point of view, the rest period whilst on break was important.</p>																
8.16	<p>How have a member of staffs accident details passed on to a third party?</p> <p>Staff side asked if details of accidents are passed on to third parties. Management stated that this had been checked with the Fleet Department and confirmed that the Trust do not release any information.</p> <p>Staff side asked if staff have to provide their personal details. Management noted that staff can put care of WMAS.</p>																
8.17	<p>ARP Update</p> <p>JC provided the group with an update on APR. JC stated that there is a proposed change to the call category's as follows:</p> <table border="1"> <tr> <td>Priority 1</td> <td>Red calls</td> <td>8 Minutes</td> </tr> <tr> <td>Priority 2</td> <td>Acute Ambers</td> <td>19 Minutes</td> </tr> <tr> <td>Priority 3</td> <td>Ambers</td> <td>40 Minutes</td> </tr> <tr> <td>Priority 4</td> <td>Green</td> <td>90 Minutes</td> </tr> <tr> <td>Priority 5</td> <td>Referrals</td> <td>2/4 hour urgents</td> </tr> </table> <p>JC noted that this was still to be agreed. It is national changes as part of the phase 2 ARP trial. Due to be implemented in early October. Updates to follow.</p>	Priority 1	Red calls	8 Minutes	Priority 2	Acute Ambers	19 Minutes	Priority 3	Ambers	40 Minutes	Priority 4	Green	90 Minutes	Priority 5	Referrals	2/4 hour urgents	
Priority 1	Red calls	8 Minutes															
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8.18	<p>NH Update</p> <p>NH updated the group on the following:</p> <ul style="list-style-type: none"> • Mark Ratley leaving the Trust in October. Thanks to Mark for his contributions to the BBC LPF over the years. Pleased to announce that Carla has been appointed Head of HR. • Thanks to the team and staff side colleagues at Willenhall, following the sad loss of Tom Hodgson. Will try to release as many staff as possible to attend the funeral. NH asked staff side to pass on to members that any offers to cover of shifts is much appreciated. • NH noted that currently challenged with regards to AFAs. Vacancies are in progress. 																

		<ul style="list-style-type: none"> • Winter planning has started. • Flu vaccinations to start soon. 	
16.09.9	REGIONAL PARTNERSHIP FORUM (RPF)		
	No items were identified to be forwarded to RPF.		
16.09.10	DATE AND TIME OF NEXT MEETING		
	Friday 21 October 2016 – 1300 hours		

Chair  Date 21/10/16