

BBC : LOCALITY PARTNERSHIP FORUM

MINUTES OF MEETING HELD ON FRIDAY 21 OCTOBER 2016 AT 1300 HOURS AT DUDLEY HUB

PRESENT:	Nathan Hudson (NH) – Chair Mark Chapman (MC) Paul Baylis (PB) Carla Beechey (CB) Matt Brown (MB)	General Manager BBC Area Manager Area Manager Head of HR Assistant Health, Safety & Risk Manager
	Brian Clarke (BC) Reena Farrington (RF) Ray Lloyd (RL) George Graham (GG) Mike Hooper (MH) Kieron Ward (KW) Alan Randell (AR) Pat Kelly (PK) Jeff Lowe (JL) Brian Bessant (BB)	UNISON UNISON UNISON GMB Unite GMB Unite UNISON UNISON UNISON
SECRETARIAT:	Sam Walton (SW)	

No.		ACTION
16.10.1	APOLOGIES Tony Iommi Julian Rhodes Jenny Cocks Corrie Martin Andy Burke Graham Rathbone	
16.10.2	MINUTES OF LAST MEETING – 22 SEPTEMBER 2016 The minutes were agreed as an accurate record. The following points were noted: <u>Page 4</u> 3.8 – 15.09.5 Army Medics uniform Staff side asked if black fleeces were part of the uniform. Management stated no and asked that any incidents are escalated to	

	<p>the ASOs.</p> <p>3.13 – 16.07.7.6 Payslips not on hubs one week prior to salary run as agreed. Staff side noted this agreement. Management confirmed that they had received an email from Payroll to collect the payslips and they would be passed to managers on Monday to distribute to the Hubs.</p> <p>3.14 – 16.07.7.9 Facilities and Capacity at standby and Hubs Staff side queried if the notice to Control related to meal breaks as well. Management confirmed yes. It was noted that there can be hidden numbers of staff on site. However there is plenty of room for staff to eat.</p> <p><u>Page 5</u></p> <p>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. Staff side stated that they had not received the reply. JC to provide.</p> <p><u>Page 6</u></p> <p>16.09.4 – EPRF Training Staff side asked if there would be any additional help for staff with dyslexia as there is no spell check on the EPRF. CB asked for the individuals names.</p>		
16.10.3	ACTIONS FROM MINUTES – 22 SEPTEMBER 2016		
	<p>3.1 16.06.8 Parking at Hubs</p> <p>MB stated that there were no further updates. NH asked MB to chase Simon Lewis.</p> <p>Action ongoing</p>		MB
	<p>3.2 16.06.9 Boxes of Paracetamol/Ibuprofen</p> <p>Staff side noted that there were still problems occurring in relation to the batch numbers and highlighted the requirement to enter these details into EPRF. Management accepted the issue and noted that the boxes were not part of the load list. Management agreed to take this issue back for discussion to come up with a solution.</p> <p>Action ongoing</p>		NH

3.3	<p>16.06.10 Oxygen Bottles</p> <p>Management noted that any changes to the oxygen bottles would need to be made through the Clinical Equipment Group and Procurement. It was noted by the group that the smaller bottles would be preferred. MB to take recommendation to the Clinical Equipment Group. Staff side noted that the smaller bottles had been rejected in the past due to the levels of oxygen required during a shift, however the levels used now are much lower.</p> <p>Action ongoing</p>	MB
3.4	<p>16.07.5 Risk: Prison safety</p> <p>MB confirmed that the risk assessment has been drafted and will be meeting with Rob Cole the first week of November to review against the SOP. To be updated at the next meeting. To be added to Agenda.</p> <p>Action closed</p>	SW
3.5	<p>16.07.7.12 Mobilisation Criteria</p> <p>NH confirmed that this had been raised at RPF and was closed for LPF.</p> <p>Action closed</p>	
3.6	<p>16.07.7.14 Tamperproof seals on morphine</p> <p>MB confirmed that this was raised at Clinical Equipment Group and there were no plans to change the seals. Staff side noted that they take on good faith that the morphine is in there as the seals sometimes prevent being able to see inside.</p> <p>Action closed</p>	
3.7	<p>16.07.7.16 Estates Action List</p> <p>Management confirmed that the list had been distributed to the group.</p> <p>Action closed</p>	
3.8	<p>16.09.2 Security review at West Brom Hub ~ To be reviewed with Steve Elliker. To be carried forward to the next meeting.</p>	LP

		Action ongoing	
3.9	16.07.7.3 EPRF - Safe storage of equipment during transfers from vehicle to hospital.	<p>Staff side noted that the risk assessment completed by Alan Parfrey didn't address the concerns regarding the safe storage during transfers. MB confirmed that this could be reviewed and added to the risk assessment. Update to be provided at the next meeting. To be added to Agenda.</p> <p>Action closed.</p>	SW
3.10	16.09.4 Ramping Training	<p>Management confirmed that this issue had been discussed at RPF. Staff side noted that training should remain consistent for the years training. Management acknowledged this and asked that any inconsistencies are reported.</p> <p>Action closed.</p>	
3.11	16.09.5 Risk: Monitors	<p>Management confirmed that this issue had been followed up with the AFAs.</p> <p>Action closed</p>	
3.12	16.09.8.8 Number of crews having their breaks off station	<p>Management stated that this information was difficult to pull out of the CAD. Management noted that around 25% of staff have their break within first 4 hours of shift, the rest have their break in the latter part of the shift.</p> <p>Action closed</p>	
3.13	16.09.8.10 Wider aspects of phased return	<p>CB confirmed that an email had been sent to the HR Managers / Advisors to request that they document discussions at meetings encouraging staff to confide with staff they work with so that they can be supported.</p> <p>Staff side asked if they could see the email. CB agreed to forward to the group.</p> <p>Action ongoing</p>	CB

	3.14	16.09.8.14 Need for limit on crews on meal breaks at hubs Management confirmed that specific case had been checked. Action Closed	
16.10.4	NOTES FROM LOCAL STAFF SIDE MEETINGS		
		Local notes from Dudley and Hollymoor sent to group. NH confirmed had received Erdington's notes and would distribute to the group.	NH
16.10.5	END OF SHIFT TASKING INFORMATION FROM ORBIT		
		NH to ask JC to provide the end of shift data from orbit to the group. Staff side queried some of the data on orbit and when it is calculated. NH stated that the data does not take into account AFA shortages and rolling restocks. Staff side asked when the clock stops, is it when book clear or back on base. Management confirmed back on base. <u>ARP</u> NH provided an update on ARP to the group. NH noted that the new categories had gone live 2 weeks ago with no adverse incidents. It was noted that complaints had increased due to the delayed responses. NH noted meal breaks and stated that around 75-80% of crews are finishing within 15 minutes of end of shift in BBC. NH also noted that there is an increase in activity with the service taking 3000 calls a day.	JC
16.10.6	EDUCATION AND TRAINING		
		No issues were raised for discussion.	
16.10.7	Risk		
		<u>ER54's</u> MB noted to the group the new view available on ER54s, which shows clearer information on what is happening with the 54 and where it is in the process.	

	<p>MB noted the current open 54s for Birmingham and Black Country. It was noted by MB that BBC are best area for managing 54s.</p> <p>MB went on to highlight current trends in the Trust, with RTCs being the highest trend for September in BBC. The group discussed the demographics and the reasons for the incidents with no common thread being identified.</p> <p>The group went on to discuss driver training and it was acknowledged that starting in PTS had been a good foundation for staff in the past.</p> <p>Staff side asked if any footage of accidents/incidents could be used for training purposes. Management stated that hoping to use this if it can be anonymised.</p>	
<p>16.10.8</p>	<p>UPDATE ON VIOLENCE AND AGGRESSION CASES MEETING</p> <p>No update from staff side.</p> <p>Management went through the figures for Physical and verbal incidents reported.</p> <p>It was highlighted that tougher sentencing was required. Discussions surrounding the reasons behind the increasing numbers occurred with management noting that the reporting had improved. Mental Health and Alcohol were also noted.</p>	
<p>16.10.9</p>	<p>ANY OTHER BUSINESS</p> <p>9.1 Statement of concern from Staff side</p> <p>The following statement was read out:</p> <p>"Staff side would like to highlight to management that its BME members are raising concerns around the way the trust seems to be singling them out and making them a target, they would like it stated they do not wish to be treated differently and believe this will cause an unhealthy division between colleagues. The recent staff notice is also causing concerns of how staff are interacting with each other which is causing some anxiety and more positive discrimination.</p> <p>It has also been rumoured that the standard for applications from BME have been lowered which is causing a conflict between the BME members and colleagues, as to why they are being treated more favourably. Most concerns have been raised around the recent event at Tally Ho and our members were made to feel as though they were being bullied and harassed by the way the service is treating them and our BME members know this is not the case, they would like it clarified that within WMAS they have never been treated</p>	

	<p>unfavourably because of their ethnicity but have been positively encouraged and supported by the service to highlight any issues and felt comfortable doing so”</p> <p>Management thanked staff side and advised that this would be escalated to the lead for BME.</p> <p>Staff side also noted the notices with regards to banter, noting that this can be a coping mechanism for dealing with some jobs that staff go to. Staff side acknowledged that some people may take offence.</p>	CB
9.2	<p>X Series Monitors</p> <p>Staff side noted that the X series monitors were now in use. Staff are still unfamiliar with the monitors as training for them was a while ago. It was also noted that the charging lead is a trip hazard.</p> <p>Management stated that staff have received the training but fresher modules are available on VLE. NH asked MB to look into the charging lead issue.</p>	MB
9.3	<p>New Safe Boxes</p> <p>Staff side noted that the new safe boxes are smaller and it is a tight fit to get the schedule 4s in. Staff side also noted an issue with the seals breaking.</p> <p>Management asked that this is raised through a WMAS54.</p>	
9.4	<p>When given an urgent removal in last hour, and agreed, then crews stood down, and given a 999 out of area – should crew be stood down when given urgent removal?</p> <p>Staff side provided the scenario above and asked if the crew should be stood down. Management confirmed yes the crew should be and noted that it is not specific in the policy.</p>	
9.5	<p>Tyre checks</p> <p>Staff side raised the issue of tyre checks and if the AFAs are aware they need to be checked with a tyre gage.</p> <p>Management to ensure AFA teams are aware.</p>	PB/MC
9.6	<p>ASOs cancelling agreed overtime at short notice</p> <p>Staff side noted that overtime shifts were being cancelled at</p>	

	<p>short notice. NH to look into locally.</p> <p>Management noted that more new vehicles would be arriving soon. Management also stated that AFA recruitment was a priority. CB noted that the job title may be changed and the literacy and numeracy testing may change to a more job based assessment to encourage applicants to apply.</p>	
9.7	<p>EOC enforcing overtime when crews are being ordered to take break off station in last hour.</p> <p>Staff side highlighted the above, with the break being outside the window. NH asked that the details are sent across to be looked into.</p>	AR/NH
9.8	<p>Service guidelines on sirens and lights and what Policy does the service use.</p> <p>Staff side raised the issue of sirens and lights and whether sirens are required to be applied 24/7.</p> <p>Management stated that the Driving Policy is used and notes that sirens and blue lights must be used, while taking into account other hazards.</p> <p>Discussions noted hazards particularly when in traffic and pushing a car to move through a red light.</p> <p>Management also highlighted incidents of sirens not being used appropriately. Management stated that blue lights and sirens should be used as per the Driving Policy.</p> <p>Staff side asked if this meant that they should no longer be used as appropriate but at all times, and noted complaints from local residents.</p> <p>Management felt that the safety of the crew was paramount and acknowledge the requirement for the use of sirens at night may require common sense. Management stated that all staff have been trained and this is sometimes not being followed.</p>	
9.9	<p>EOC ringing staff to put them on break whilst parking the vehicle in car park</p> <p>Management asked if this was a one off issue. Staff side confirmed that this happens frequently.</p> <p>Management to ask JC to look into.</p>	JC

9.10	<p>Progression – Numeracy and Literacy courses</p> <p>Staff side noted that some staff wishing to progress are required to complete numeracy and literacy course and asked how and to whom they apply.</p> <p>Individual case details to be provided to CB to look into.</p>	CB
9.11	<p>Cups on Hubs</p> <p>Staff side requested some more cups on hubs for staff.</p> <p>Management stated that an order to purchase some more would be made.</p>	NH
9.12	<p>If a crew are returning to a hub, ask to stop for food, pay but then don't collect it as are called to a job, are they able to claim £5 more than once.</p> <p>Management stated that the £5 payment can only be claimed once in any shift as per agenda for change.</p>	
9.13	<p>EPRF and paperwork when attending none Emergency Departments.</p> <p>Staff side highlighted issues at Hospitals when some departments are not on the system. Management asked that a WMAS 54 is raised and an email is sent to Paul Baker for clarity regarding this issue.</p>	AR
9.14	<p>Can we ensure paper PRFs are on every vehicle.</p> <p>Staff side requested that paper PRFs are available on vehicles in case of issue with the tablets.</p> <p>Management stated that they can but EPRF is to be used unless there is an issue.</p> <p>Staff side asked if a paper PRF should be used for a cardiac arrest case. Management stated that EPRF should be completed along with a cardiac form.</p>	
9.15	<p>NH Update</p> <p>NH provided the following update to the group:</p> <ul style="list-style-type: none"> • Rosters for Christmas and New year currently being worked on. 	

		<ul style="list-style-type: none"> • Winter and Festive plans would shortly be completed. • Dean Jenkins returns to Erdington on 01 November • Staff side asked if Steph Whitehouse would be returning to Willenhall. NH stated that Steph would be at Donnington for the foreseeable future with Tony Iommi covering Willenhall. • Flu jabs going well. Management noted that if staff have their jabs at GP surgery etc to let us know. • Staff survey – To continue to encourage. Currently at 23%. Staff side noted their support to this. • Hospital issue and delays. 	
	9.16	RF thanked the Birmingham crews following a busy weekend.	
	9.17	CB noted that Rachel Bishop had been appointed to HR Manager post for BBC.	
16.10.10	REGIONAL PARTNERSHIP FORUM (RPF)		
	No items were identified to be forwarded to RPF.		
16.10.11	DATE AND TIME OF NEXT MEETING		
	Thursday 24 November 2016 – 1300 hours		

Chair  Date 24/11/16