

Local Partnership Forum

Minutes

Thursday 22 September 2016 at 10:00 hours

Warwick Hub

Present:

N Henry	General Manager
A Watkins	Area Manager North
M Scott	Area Manager South
N Wells	Asst Area Manager
S Bhambra-Thompson	HR Manager
A Parfrey	H& S Manager
S Thompson	Staff Side
I Oxford	Staff Side
M Kimberley	Staff Side
P Clarke	Staff Side
S Webster	Staff Side
P Collier	Staff Side
S Hampson	Staff Side EOC
J Carroll	Unison Rep

In Attendance Soren Heeks Staff Side Staffs

Secretariat M Large PA to General Manager

Item	Description	Action
1	Apologies –SBT Staff Side – SH, JC	
2	Minutes of last meeting – 27.07.16 <ul style="list-style-type: none"> • Approved as a true and accurate record • 	
3	Actions <ul style="list-style-type: none"> • Military/MOD – all clarified and updated at RPF • CQC completed visit – all vehicles to be locked and rubbish cleared away • Halo Cars – there is no dedicated Halo Car and there wont be will use E Vehicle or other arrangements will need to be sorted • Signage on Vehicles – Tony Page has ordered new stickers 	
Trade Union Business		
4	Toil <ul style="list-style-type: none"> • Concerns have been raised by staff over toil and how it is being managed and recorded – NH & ST attended meeting on 25.09.16. Staff on allocated leave rotas say they cannot see the toil hours on GRS so they never know what toil they have or what they can use. 	

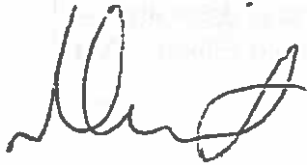
	<p>Staff side have stated that there has been no staff side involvement in this. NH advised that the trust has gone to allocated leave hours as the trust wanted a way to improve hours worked and clearer process in GRS and it would advise what hours would need to be worked – i.e. staff under 10 years' service would have to work 3 extra shifts per year - the outcome of these initial discussions. From RPF action it would be reviewed with staff side representatives. Sue went through the document and from this meeting it was explained why the trust had done what they had done which was to make things easier for staff to understand. Still does not have staff side agreement and staff still do not understand</p> <p>Action – Working group to be put together and raise a paper – ST requested that SB to come to October Meeting – ML to arrange Staff side want it noted in the minutes that staff are losing faith in management regarding their welfare</p>	NH, SB/ST/ML
5	<p>AFAs</p> <ul style="list-style-type: none"> • General concerns around the lack of AFAs particularly at Coventry and morale is low. NH advised trust in a transitional period within logistics team. The trust is having problems with recruiting to posts. Currently have 2 AFAs at Coventry leaving, 2 being recruited to PTS roles and together with 1 vacancy already. Interviews taken place yesterday but advert still out for Coventry 	
6	<p>Rota's</p> <ul style="list-style-type: none"> • Concerns raised around permanent relief rota a lot of ill feeling from staff regarding staff being kept on relief. Morale is low especially around the batch of Paras that have been signed off. PJC asked how many rota vacancies did Coventry have 16 Tech and 10 Para lines. AW & NH will work with the individuals to get them on a line as soon as possible • A note in the minutes to show that staff on permanent relief do not have to change shift at short notice it is in A4C 	
7	<p>EPRF</p> <ul style="list-style-type: none"> • Request about risk assessments for solo responders in regards to general risk assessment re carrying with other equipment – AP to discuss with Paul Baker 	AP
8	<p>End of Shift Task Data</p> <ul style="list-style-type: none"> • Concerns raised regarding the new ARP data has there been a reduction in over shift runs as this can differ between CP points and Hub crews – NH to speak to JB 	NH
9	<p>CFR Tasking Data</p> <ul style="list-style-type: none"> • Issues around the tasked data predominantly down south but across all localities i.e. August activations 92, September activations 76 so far. 	
10	<p>Manger Elks</p> <ul style="list-style-type: none"> • Raised by staff side regarding the issues with batteries and process in place – AP advised there is a separate piece of work being done around the issues 	
11	<p>South Warwickshire Manning Levels</p> <ul style="list-style-type: none"> • EOC rang a member of staff about concerns re south manning levels at the weekend – Warwick are peaking at 11 or 12 every 	

	weekend – MS and team are trying to maximize resources going out	
12	ASO Manning <ul style="list-style-type: none"> Concerns raised that on some weekends development ASO that were acting up were not able to fully make decisions - ASO to be advised if there are any particular issues let Management know 	
13	H & S Report/Staff Injuries <ul style="list-style-type: none"> Regional reps were concerned that they are not being informed when staff sustain injuries- incidents are on orbit but they can't see detailed information – NH advised that anybody who is assaulted – the information then goes to Stuart Gardner and Steve Elliker - NH will speak to H&S reps regarding this 	NH
Management Raised Business		
14	Staff <ul style="list-style-type: none"> NH advised that DJ is coming to the end of his secondment and return back to Birmingham with effect from 1 November 2016 	
15	Admin <ul style="list-style-type: none"> Locally YK retires next week. A VAR has been put in but until this has been authorised or declined we need to be flexible as a team to get the job done 	
16	LPF Arrangements <ul style="list-style-type: none"> Conversation to take place between NH & SS regarding moving forward with the Staffs/Arden LPF – locally reps wish to retain a stand alone LPF – SS to discuss 	
Standing Items		
17	Items to be sent to RPF <ul style="list-style-type: none"> 	
18	Health and Safety issues <ul style="list-style-type: none"> Manger Elks – AP working on 4x4 issues review last week nothing has come out – AP has drafted an update on risk and has gone to Tony page awaiting draft response AP share copy of latest risk report 	
19	Update on Regional Workstreams <ul style="list-style-type: none"> Clinical Competency policy moving forward Clinical Steering – physio response unit in Shropshire CFRs in staffs around blue light usage 	
20	AOB <ul style="list-style-type: none"> Mealbreak Allocation – raised regionally as well as locally that crews are being put on breaks either at the start or end of the meal break window and in affect sometimes could be 9 hours before a break or after. A4C stipulates that this should not happen. Staff not happy with EOC attitude - NH will request some data re allocation and then feedback to AG and JB CTM Shifts – concerns raised about staff being brought up to Coventry from Rugby Why? NH/AW to look into – CTM shifts are to be done on an ambulance and all CTM days are planned in Computers in Mess Room – ST to obtain voting figures 	

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| | <ul style="list-style-type: none">• Cross Border Cases – still happening but not as many• Winter Pressures – when are the Xmas rotas likely to be out – the team are working on them | |
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Meeting Closed at 12.50

Agreed as accurate minutes



Chair

Nick Henry

Date 27 October 2016