

Local Partnership Forum

Minutes

Thursday 27 October 2016 at 10:00 hours

Coventry 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
 Soren Heeks Staffs Rep

In Attendance S Barnes GRS Manager
 D Morton Scheduling Officer

Secretariat M Large PA to General Manager

Item	Description	Action
1	Apologies –AP Staff Side – JC	
2	Minutes of last meeting – 22.09.16 <ul style="list-style-type: none"> Approved as a true and accurate record 	
3	Actions – previous meeting 22.9.16 Item 4. Rotas – SB attended the meeting to discuss with staff side how the toil/ hours is shown. Staff side raised issues that staff could not see where they were with over or under hours and also about amount of toil. These rotas have been worked around a 10 year cycle. NH advised on behalf of the trust how it works and management are looking to do a quarterly report to balance hours. Staff side will be taking issue to RPF as staff felt they were having their freedom of toil being taken away. Action : NH to meet with Staff side and managers asap Item 7. EPRF – issue has been to AP and Paul Baker is awaiting reply Item 8 – End of shift tasking – staff are concerned that over the last few weeks there has been a significant rise in shift overruns: is the new	NH/ML

	system working i.e. Cat 1 Cat 2 – as soon as NH has any data will update LPF Item 13; AP has added staff side H&S refs to report and these should be coming through routinely now	
Trade Union Business		
4	AFAs <ul style="list-style-type: none"> Concerns have been raised by staff regarding the amount of AFAs that Coventry have which is not enough to run make ready. AFAs at Warwick are not happy about having to come to Coventry. A focus group has been set up by the chief to look at the problem – The role of recruiting AFAs has been made a top priority 	
5	Rotas <ul style="list-style-type: none"> Discussed under item 4 in actions from last minutes Staff still have concerns about being on relief for long periods of time. AW has completed moving paras and some cohorts of student paras and he is working through the rest 	
6	CFR Tasking Data around type of case attended <ul style="list-style-type: none"> Concerns at the last meeting were raised around CFR tasking but it was about the types of cases which they were being sent to i.e. recently a CFR was sent to a category 4 – NH will sort with EOC 	
7	Communication <ul style="list-style-type: none"> Staff side raised concerns over the lack of communication between Management and staff. Email to be sent out to staff by management. ML to send email out to staff re the closing of office door 	Mans ML
8	End of Shift Tasking <ul style="list-style-type: none"> Discussed earlier in actions. 	
9	Clock Changes <ul style="list-style-type: none"> The question was raised regarding the changing of the time on monitors. MS checked with PB and they need to be changed manually – staff/AFAs to be made aware 	
10	Mess Room facilities <ul style="list-style-type: none"> IO raised concerns by staff that they have no cutlery to use to eat their dinners – NH authorised ML to order cutlery and advise staff by email 	ML
11	Secondments University <ul style="list-style-type: none"> Member of staff has applied for university secondments and were successful only to be told that due to staff shortages these would not now go ahead. NH will speak to CC 	
12	Retire & Return Staff <ul style="list-style-type: none"> How are we dealing with retire and returns – no issues in C&W. HR view is that they looks at the managers needs as it is all based around operational needs of the service. 	
13	Flu Jabs <ul style="list-style-type: none"> Concerns raised to KN from staffside that they appreciate staff may or may not want the flu jab they are reminded that it is not mandatory and it is a freedom of choice. However some staff are feeling pressured and harassed into having it. If staff don't want it, it just needs to be evidenced they have been asked 	
Management Raised Business		

14	Sickness Welfare Meeting <ul style="list-style-type: none"> NH advised that the sickness management within C&W is a process of good team working. For staff side information will be holding some welfare meetings with staff with more than 15% sickness. There is approximately 15 – 16 staff for C&W 	
15	LPF Paper <ul style="list-style-type: none"> A paper has been drafted around moving forward with the Staffordshire and C&W LPF becoming 1 – from January these will be going from 2 per month to 1 per month, i.e. 1 Staffs and then 1 Arden..... 	
Standing Items		
16	Items to be sent to RPF <ul style="list-style-type: none"> Sickness policy ongoing 	
17	Health and Safety issues <ul style="list-style-type: none"> Reports being sent out to H&S staff side Quarterly walk rounds dates to be arranged with AP 	
18	Update on Regional Workstreams <ul style="list-style-type: none"> Salary Sacrifice scheme changes from 1.4.17 not sure what changes are yet 	
19	AOB <ul style="list-style-type: none"> Flagged addresses – apparently after 2 years flags are taking of the system which show flagged address. Concerns raised by staff if the police attend and there are no issues that the flag is removed but the only reason why there is no issues is because the police are there. Staff need to keep reporting issues at properties which will keep the flags on Mark Ratley has now left the Trust and Carla Beechy has taken over as Head of HR. Rachel Bishop has taken over HR Manager post in Birmingham and Black Country Nuneaton Cas meeting concerns raised by staff at Nuneaton that Coventry crews are leaving the room in a mess and staff need to clean up after using it Workforce Development – New OH Manager starting beginning of November. New initiative being discussed around training for managers in mental health awareness training – could this be afforded to staff i.e. CTMs etc. 	

Agreed as accurate minutes

Chair

Nick Henry



Date

24th Nov 2016

