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| Minutes of the Meeting of the Regional Partnership Forum (RPF) held on  Wednesday 5th December 2018 at David Lloyd Club, Brierley Hill | | | |
|  | **Members:** |  |  |
|  | Nathan Hudson (Chair) | NH | Stuart Gardner – UNISON |
|  | Kim Nurse | KN | Peter Green – UNISON |
|  | Diane Scott | DJS | Reena Farrington - UNISON |
|  | Linda Millinchamp | LM | Corrie Martin – UNISON |
|  | Alison Walker | AW | Tracy Jones – UNISON |
|  | Murray MacGregor | MM | Mark Robinson – UNISON |
|  | Craig Cooke | CC | Jeff Lowe – UNISON |
|  | Jeremy Brown | JB | Ian Burness – UNISON |
|  | Michelle Brotherton | MB | Mike Foster – UNISON |
|  | Mark Docherty | MD | Pat Kelly – UNISON |
|  | Carla Beechey | CB | Kieron Ward – GMB |
|  | Kevin Blower | KB | Alan Randell – UNITE |
|  | Dr Chaitra Hodegere | CH | Lisa Darby – GMB |
|  |  |  | Steve Thompson – UNITE |
|  |  |  | Ian Oxford – UNITE |
|  |  |  | Adrian Ross – UNITE FTO |
|  |  |  | Stuart Richards– GMB FTO |
|  |  |  | Chanel Camilleri-Willis – UNISON FTO |
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|  | **In attendance:**  Nick Henry  Damian Dixon |  |  |
|  | **Secretariat:** |  |  |
|  |  | CB | Carla Beechey, Head of Human Resource |

| **ITEM** | **RPF Meeting** | **ACTION** |
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| **12/18/01** | **Apologies:** Linda Millinchamp, Dr Alison Walker, Craig Cooke, Murray MacGregor, Diane Scott, Mark Docherty, Michelle Brotherton, Kevin Blower, Jeff Lowe, Alan Randell, Lisa Darby, Stephen Thomson< Stuart Richards, Chanel Camilleri, Kim Nurse |  |
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| **12/18/02** | **Notes of the last meeting on: 24th October 2018** |  |
|  | The minutes of the meeting held on 24th October 2018 were submitted. |  |
|  | **Agreed:** The Minutes of the RPF on 24th October 2018 were agreed as an accurate record with the exception of:  Page 2 - correction staff side not chair raised VARG concerns  Page 6 – the skill mix is 61% not vehicles with a Paramedic on which is much higher |  |
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| **12/18/03** | **Action Log – Matters arising:** |  |
|  | 1. **Trade Union Facility Regulations** – meeting was cancelled due to CCW personal circumstance. Awaiting dates from CCW. Action ongoing. | **Kim Nurse** |
|  | 1. **Auto Rostering** - **05 12 18:** Presently running the test in the system, analysis to be undertaken once system available to provide assurance of USH allocation – action to remain until implementation.   Discussion ensured around USH payments under section 2 when shift changes take place at short notice. Discussion to take place at EPG.  Article to go in weekly brief to advise staff of requirement to submit timesheet to ensure payroll can pay USH payments under section 2.  Action ongoing. | **Nick Henry** |
|  | 1. **Rank Markings and Structure** - No update at present. Action Ongoing. | **Kim Nurse** |
|  | 1. **Freedom to Speak up Process** – Meeting arranged for 5th December 2018 – not all parties available. To be re-arranged. Action ongoing. | **Diane Scott** |
|  | 1. **WMAS 54s –** Erdington currently being worked through to be available on all EPRF’s.   Article to go in weekly brief to advise staff.  Pin numbers no longer viewable on EPRF. | **Nick Henry** |
|  | 1. **Out of Area Work** – Jez will share data by Hub back to April 2018.   Further discussions to take place regarding outlying areas and hospital issues. | **Jeremy Brown** |
|  | 1. **IT on Hubs** - Phil Collins has confirmed the Trust are looking for sites to have further server upgrades to support.   Action ongoing for update only. | **Nathan Hudson** |
|  | 1. **CPD Events** - Dates are planned- 18th January and 8th February. These will be advertised in due course   Action closed. | **Kim Nurse** |
|  | 1. **DOS** - DOS update work ongoing – well underway – large piece of work.   JB to look into info being available via EPRF or on intranet. | **Jeremy Brown** |
|  | 1. **Summer Uniform** - | **Nick Henry** |
|  | 1. **Action complete**. |  |
|  | 1. **Bus Lanes** - Meeting with Birmingham City Council and Michelle Brotherton and Tony Page next week to gain written confirmation.   Employees will not be disadvantaged if in the course of their duties and used appropriately for the purposes of their duties. | **Michelle Brotherton** |
|  | 1. **Cardiac Arrest EPRF Process** - Action passed to Jason Wiles. | **Nathan Hudson** |
|  | 1. **Payroll overruling management decisions** – on AOB |  |
|  | 1. Action complete |  |
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| **12/18/04** | **Grievance / Policy Adherence** |  |
|  | As Paper 4 tabled.  PTS USH grievance now resolved. |  |

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| **12/18/05** | **Director Updates as required** |  |
|  | Carla Beechey on Behalf of Kim Nurse – Workforce and OD:   * Flu vaccination programme ongoing – over 68% regionally for front line workers. * New medical director commenced this week. Will be a member of this group moving forward. * PTS USH grievance – agreed at EMB yesterday regards back pay – will not be processed till January 2019. All staff will be written to and advised individually.   Damian Dixon – PTS:   * Walsall contract put forward for extension. Draft put forward this week to commissioners for consideration. We will be asking for more resources. * Similar proposal gone to Birmingham Commissioners to reflect increase in on day activity and the wish for commissioners to have separate KPI for Birmingham Community Contract. Response due by 21st December.   Cheshire final award made next Friday. Currently embargoed.   * 27 new recruits started yesterday, 20 plus due in January 2019. Middle towards end of Jan up to full establishment. * 70% uptake on flu. * Mandatory training and bariatric and enhanced bariatric training going well. * Tactical cell in operation since 5th November 2018 7 days per week. * No issues from PTS RPF. * EMB agreed yesterday to pay USH arrears to those UHB PTS Staff.   Jeremy Brown – EOC  Good position, all leave planned.  Couple of maternity positions to be recruited to.  EMB have agreed additional call takers – numbers to be confirmed.  Course starting early February dependent upon numbers being recruited to.  Activity is busy – but no real pattern to this.  Open overtime available – Call Takers and CSD.  Nick Henry – Information and Planning  How hours are managed in GRS – meetings ongoing and work continues.  Changed arrangement now in place for staff leaving – individual duties now audited by GR team prior to submission to payroll for processing.  As soon as update on auto roster is available will share with group.  Tony Wilcox is working through back cleansing of hours for al Hubs. Corrie meeting with him on Thursday.  Nathan Hudson – Operations  Financial position – £72k betwee than plan, £3.8 million in positive position for the Trust.  Going forward in good position.  Activity 4% up for November 2018 – busy towards latter end of month.  Resourcing additional 9000 hours this November compared to last November.  In December 20,000 more than last December. Significant more hours in system than last year.  New Years eve night last year was manageable,  Extra 50 crews on New Years Eve day this year.  21st and 22nd December anticipate difficult period.  CCTU last weekend exceptionally busy.  Concentrating on overtime on 26th and 27th and 28th December and mainly day shifts due to out of hours and 111 pressures.  Hospitals seen pressures during last week, two weeks ago Children’s extremely busy.  Sickness increased over last couple of weeks, especially short term – some elective procedures.  17 staff will transfer into Shrewsbury. Has left some skill mix issues at other Hubs, Willenhall particularly.  62% skill mix overall Trust figure, issues at Coventry and BBC.  85 Trainee / SP’s out into operations before Christmas.  Attrition only 126 staff leave this year.  OM assessments ongoing. Staff side challenged why they have to go through the process.  In order to carry out a fair and transparent process if there is more than one OM wishing to transfer a formal process needs to be followed.  Nathan Hudson thanked everyone for their continued hard work. |  |
| **12/18/06** | **For Information: Policies and Procedures** |  |
|  | No policies submitted. |  |
| **12/18/07** | **Locality Partnership Forums:** |  |
|  | The LPF papers were received and noted.  Staff side referred to Paper 7dii LPF action referrals from BBC:   * NQP’s - Staff side queried the documentation surrounding NQPs not being able to work with another NQP or solo in the first month following qualification.   Management agreed they can’t respond solo.   * EPRF – Screen protectors and straps   Nathan to discuss and communicate with Paul Baker regards straps. | **Nathan Hudson**  **Nathan Hudson** |
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| **12/18/08** | **Any Other Business** |  |
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| **1** | **Probation period once they have completed their apprenticeship**  Staff side queried by Apprentices have to complete a further probationary period when they gain full time employment and position.  Management confirmed that for any new or promoted positions you would undergo a new probationary period as per your contract of employment. |  |
| **2** | **CFRs 5 miles from there base but we are getting told they get jobs after arriving at a job and then they are being sent another 5 miles**  Management side asked if there was a specific area that was a problem.  Staff side confirmed Shropshire.  Jeremy will send reminding guidance out to his EOC team today. | **Jeremy Brown** |
| **3** | **Contracted hours - what system does payroll use**  Incident in Shopshire where a leaver has had salaries deducted and additional invoice due to owed hours upon termination.  NH updated staff side on the working group discussions and OMT to discuss how the hours issue is addressed. Option paper to be submitted to CEO to consider.  NH to speak to Linda directly and will get back to Tracy directly outside of this meeting regarding specific case. |  |
| **4** | **HR involvement at disciplinary’s again**  HR added items into the pack.  Notes being passed from HR to the chair.  Clarification on whistleblowing policy asked of HR and then HR asked staff side a question.  Nathan Hudson and Carla Beechey to pick up with RF outside of this meeting. |  |
| **5** | **Band 6 modules**  Staff side believe that grandfather rights band 6 staff should not undertake the AIP.  SG stated Kim Nurse had agreed they did not have to do it.  CB said she does not believe that this is the message KN has relayed.  SG to discuss further with KN at EPG. |  |
| **6** | **O2 masks being bent and shortage off paediatric probes**  Nick Henry to pick up with Euan regarding quality of O2 masks. | **Nick Henry** |
| **7** | **Police response to body’s**  Staff side raised regarding the time spent waiting for police to attend when a body can’t be accounted to a relative.  Will raise with police. | **Nathan Hudson** |
| **8** | **ASO positions within the Trust having to apply for vacant jobs**  Already discussed within meeting. |  |
| **9** | Staff side requested a monthly dismissal report by ethnicity, age and gender.  CB will send to senior staff reps monthly. | **Carla Beechey** |
| **10** | SG read out the following statement:  Following on from a well-documented incident involving a senior union representative and a non-executive director of WMAS, Jacynth, the 3 Unions within WMAS believe the behaviours complained of, at this event are at odds with the standards of dignity at work we expect staffside do not feel comfortable participating in meetings with this director, until the matter is resolved. | **Referred to Kim Nurse to Action** |
|  | NH thanked everyone for their hard work this year and wished everyone a good Christmas and festive period. |  |
|  | **PLEASE NOTE TEMPORARY CHANGE OF LOCATION FOR FUTURE MEETINGS AS BELOW: -** |  |
| **1218/12** | **Date and time of the next meeting:**  **Pre-Meetings at 1200 hours. RPF Joint Meeting at 1300 hours**  ~~29~~~~th~~ ~~March 2018~~  ~~9~~~~th~~ ~~May 2018~~  ~~18~~~~th~~ ~~June 2018~~  ~~1~~~~st~~ ~~August 2018 – David Lloyd Club, Brierley Hill, DY5 3YP~~  ~~12~~~~th~~ ~~September 2018 - Kidderminster Harriers, Aggborough, DY10 1NB~~  ~~24~~~~th~~ ~~October – David Lloyd Club~~  ~~5~~~~th~~ ~~December – David Lloyd Club~~  16th January 2019  ~~28~~~~th~~ ~~March~~ – Rescheduled to  2nd April |  |
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Chair……………………………….. Dated…………………………………