

BBC : LOCALITY PARTNERSHIP FORUM

MINUTES OF MEETING HELD ON THURSDAY 27 JULY 2017 AT 1300 HOURS AT MILLENNIUM POINT

PRESENT:	Dean Jenkins (DJ) - Chair Rachel Bishop (RB) Matt Brown (MB) Kieron Jennings (KJ) Jenny Cocks (JC) Paul Tolley (PT)	Senior Operations Manager HR Manager Assistant Health, Safety & Risk Manager Operations Manager EOC Commander Education and Training Manager
	Ray Lloyd (RL) Alan Randell (AR) Andrew Burke (AB) Brian Clarke (BC) Mike Hooper (MH) Pat Kelly (PK) Kieran Ward (KW) Jeff Lowe (JL) Corrie Martin (CM) Stuart Gardner (SG)	UNISON Unite UNISON UNISON Unite UNISON GMB UNISON UNISON UNISON
SECRETARIAT:	Sam Walton (SW)	

No.		ACTION
17.07.1	APOLOGIES Nathan Hudson Dax Morris Reena Farrington	
17.07.2	MINUTES OF LAST MEETING – 28 JUNE 2017 The minutes were agreed as an accurate record. The following points were raised: <u>Page 2</u> 3.9 – Risk – Rear Vehicle cameras ~ Staff side noted that this issue was still ongoing. DJ noted that Fleet had confirmed that these were being looked at when the vehicles are serviced. Staff side felt that this issue was regional and therefore requested that this be raised at the RPF. Management agreed. New Action	

	<p>3.14 - Risk EOC Relocation ~ Staff side highlighted that this issue had not been raised at RPF. SG stated that this should be raised through the EOC RPF. JC agreed to look into. New Action.</p> <p><u>Page 8</u></p> <p>9.4 – Relief rotas – management moving away from agreed procedures.</p> <p>Correction: Should read....<i>Staff side raised concerns over the Team 4 rotas at Sandwell/Willenhall.</i></p> <p><u>Page 9</u></p> <p>9.11 New cupboard for fire station keys ~ Staff side noted that they had requested a locked cupboard in the CD room at Hollymoor Hub, for the fire station keys. DJ agreed to implement at Erdington as well. New Action</p>	<p>JC</p> <p>DJ</p>
17.07.3	<p>ACTIONS FROM MINUTES – 25 MAY 2017</p>	
	<p>3.1 16.09.2 Security review at West Brom Hub</p> <p>MB updated the group stating that this was currently with Simon Lewis as legal guidance was being sought for the barrier at West Brom, due to the land being a public right of way.</p> <p>Action ongoing</p>	<p>MB/NH</p>
	<p>3.2 17.01.9.5 Monitors not recording correct obs (resp/pulse rates)</p> <p>Management noted that J Rhodes had emailed the group.</p> <p>Staff side clarified that the main issue with the monitors was the wrong recording of the respirations, when placing the leads as taught on training courses.</p> <p>Discussions ensued with regards to the technology that is now in place for staff and also removing the function from the monitor. The group also noted the importance of documenting any differences on the PRF. Staff side also noted that Zoll recommend that the leads are placed on the torso.</p> <p>Staff side requested that this issue be raised at RPF, as no solution. Management agreed. New Action.</p>	

		<p>follow up with NH to see if there is any further update regarding this issue. KJ noted that there are historical cards for staff working in those areas.</p> <p>Action ongoing.</p>	DJ
3.8	17.05.9.6 AVL Sat Nav	<p>MB noted that this issue was to be raised at the Vehicle Design group. Item carried forward to next meeting.</p> <p>Action ongoing.</p>	MB
3.9	17.05.9.8 GRS – Ability to put on meal breaks and £15 payment	<p>Management noted that a lot of work was being done with GRS at the moment.</p> <p>Staff side felt that this was a regional issue and asked that this is raised at RPF. Management agreed. New Action</p>	
3.10	17.01.9.7 Oldbury Custody Suite	<p>Staff side noted that no feedback had been provided by Tony Iommi.</p> <p>Staff side highlighted the procedural issues at both Oldbury and Perry Barr custody suites, when a patient is really poorly and crew need to transport the patient immediately. Staff side noted that this is a risk to the patient. MB noted that there is a WMAS 54 ongoing regarding these issues. It was agreed that this would also be raised with Jason Wiles as it was a patient safety issue. DJ noted that there is evidence regarding call outs to the custody suite and this would be provided also.</p> <p>Action ongoing</p>	MB/DJ
3.11	17.06.2 Risk – Receiving blank E54s	<p>MB noted that this issue was still with Tim James.</p> <p>Action ongoing</p>	MB
3.12	17.05.5 End of shift tasking	<p>JC confirmed that the report for end of shift tasking for July has been sent to the group. JC noted that staff finishing at 2pm have the highest number of late finishes.</p>	

		Action closed	
3.13	17.06.7 Risk: Report for May	<p>MB confirmed that this had been emailed to the group.</p> <p>Action closed.</p>	
3.14	17.06.7 Risk: EOC Fire shutters	<p>MB confirmed that the fire shutters had been reinstalled. It was also noted that new fire marshal training was to be undertaken and West Midlands Fire Service were to visit headquarters in August.</p> <p>SG asked if Tollgate EOC had also been looked at. It was confirmed during the meeting that this had been completed.</p> <p>Action closed.</p>	
3.15	17.06.91 Spider Straps	<p>Management confirmed that this was being costed. DJ to follow up.</p> <p>Action ongoing</p>	DJ
3.16	17.06.9.2 Staysafe concerns	<p>JC noted that this had been raised with cleric and was awaiting for an answer.</p> <p>Staff side raised that for crews that are out of area they may not be aware of the area referred to on the broadcast and asked if the crew could be advised verbally. JC stated that the risk was that it may be missed as Control cannot watch the map all of the time, however agreed to look into further.</p> <p>Action ongoing</p>	JC
3.17	17.06.9.4 Relief Rotas	<p>Staff side confirmed that this had been resolved.</p> <p>Action closed</p>	
3.18	17.06.9.6 Availability of Operations Managers	<p>JC confirmed that the activity for the Operations Managers at West Brom had been looked into and they attended 200-250</p>	

	<p>jobs during May and June, of which around half of those they had been stood down. Management felt that the incidents they attend are as per the remit of the role.</p> <p>Staff side noted that the new operations model was to ensure that managers were on hubs for staff to see.</p> <p>Action closed</p>	
3.19	<p>17.06.9.7 Encrypted messages</p> <p>Staff side confirmed that this issue had been resolved.</p> <p>Action closed</p>	
3.20	<p>17.06.9.9 Bank Holidays – Part time staff</p> <p>RB confirmed that bank holiday hours are included in the annual leave pot for part time staff. Any shifts worked on a bank holiday that exceeds 7.5 hours the remaining hours are added to TOIL.</p> <p>Action closed</p>	
3.21	<p>17.06.9.10 Missing equipment from vehicles</p> <p>MB confirmed that meeting with Tim Hughes on 10 August. To update group after this has taken place.</p> <p>Staff side asked if check a checker was still being actioned. DJ to reiterate that this needs to be completed on one make ready vehicle and one returned vehicle each shift.</p> <p>Action ongoing</p>	<p>MB</p> <p>DJ</p>
3.22	<p>17.06.9.12 Handsworth standbys</p> <p>JC confirmed that the information had been emailed to the group.</p> <p>Action closed</p>	
17.07.4	NOTES FROM LOCAL STAFF SIDE MEETINGS	
	<p>Dudley's emailed to group. Erdington's to be typed up and forwarded on.</p> <p>AB noted that West Broms meeting was cancelled at short notice with no explanation. DJ to look into and feed back to AB direct.</p>	

17.07.5	<p>END OF SHIFT TASKING INFORMATION FROM ORBIT</p> <p>July data emailed to group.</p>	
17.07.6	<p>EDUCATION AND TRAINING</p> <p>No update from PT for Education and Training.</p>	
17.07.7	<p>RISK</p> <p>MB to share June data with the group.</p> <p>No further update.</p>	<p>MB</p>
17.07.8	<p>UPDATE ON VIOLENCE AND AGGRESSION CASES MEETING</p> <p>SG noted to the group that the letter to staff was progressing.</p> <p>SG also noted that the Trust is currently looking into spit kits.</p>	
17.07.9	<p>ANY OTHER BUSINESS</p>	
	<p>9.1 No reasons provided for attending meetings</p> <p>Staff side highlighted an issue with regards to staff being called into meetings without any knowledge as to why the meeting has been arranged. It was also noted that this is not fair on the individual.</p> <p>DJ noted the issue raised and would raise at the next SMT meeting.</p>	<p>DJ</p>
	<p>9.2 Article regarding damage to EPRFs</p> <p>Staff side referred to the recent weekly briefing article and wished for it to be noted that they have been requesting safe storage for the E-PRF for a long time. Management acknowledged.</p>	
	<p>9.3 Standby plans now Woodgate/Billesley closed</p> <p>Staff side Staff side asked management to confirm that there would be no roaming standbys. Management confirmed. JC noted that crews would be used or returned.</p> <p>Discussions took place regarding the number of crews and break implications, which was acknowledged by management.</p>	

<p>9.4</p>	<p>Payslips with home address left on hubs</p> <p>Staff side raised the issue of payslips being left on hubs with staff addresses on. DJ stated that the process is normally that the payslips are sent to hubs and the admin team post out. This is normally maternity ladies. Staff side highlighted that staff's addresses are on display. Staff side asked if this could be prevented by Payroll sending them out instead. RB to raise with Payroll.</p>	<p>RB</p>
<p>9.5</p>	<p>Crews put on 8 minute shop stop when not in break window</p> <p>JC noted to the group that there was no 8 minute 'shop stop' time. When staff are in the meal break window they can ask to stop for food and 8 minutes is given. When out of the meal break window the crew can ask the controller if they can stop.</p>	
<p>9.6</p>	<p>Back dated mileage claims</p> <p>Staff side stated that Operations Mangers were advising that expenses could only be submitted for back dated claims for the last 3 months.</p> <p>Management stated that 3 months is a reasonable time frame to submit claims, but had never come across any issues paying claims that have gone over this.</p>	
<p>9.7</p>	<p>Freedom to speak up investigations - Governance</p> <p>Staff side highlighted that an individual had been called to a meeting through freedom to speak up, however was provided with no information or details of the allegation. AB stated that the individual had since gone off work with stress following the meeting and was still waiting for a reply. DJ noted that he would look into this.</p> <p>Staff side asked for information regarding the governance surrounding these investigations. RB to ask the Freedom to Speak up team.</p>	<p>DJ</p> <p>RB</p>
<p>9.8</p>	<p>Driving course DVD</p> <p>Staff side asked if a DVD was being shown as part of the driving course, whereby a person is run over by a reversing vehicle. Staff side felt that this was inappropriate. PT agreed to look into.</p>	<p>PT</p>

17.07.10	REGIONAL PARTNERSHIP FORUM (RPF)	
	<p>The following issue were agreed to be escalated to RPF:</p> <ol style="list-style-type: none"> 1. Rear Vehicle Cameras 2. Monitors not recording correctly/placement of leads 3. AP skills 4. GRS – Ability to put on meal breaks and £15 payment 	
17.07.11	DATE AND TIME OF NEXT MEETING	
	Thursday 21 September 2017 at 1300 hours	

Chair  Date 21.09.17