

**PTS Locality Partnership Forum Meeting**

**Thursday 7th September 2017 at 1000 hours**

**Millennium Point, Conference Room 1**

**Present: Michelle Brotherton MB Non-Emergency Services Delivery Director**

**Lucy Mackcracken LM HR Manager**

**Matthew Bennett MBe Senior Operations Manager**

**Susan Bunyan SB Senior Operations Manager Les Smith LS Risk Manager**

**Kevin Hutchings KH Estates Manager**

**Stuart Gardner SG Unison**

**Pete Green PG Unison**

**Andy Rowles AR Representative**

**Mike Foster MF Representative**

**Mick Henn MHe Representative**

**Jeff Gorman JG Representative**

**Margaret Hough MHo Representative**

**Gerard Murphy GM Representative**

**P Collier PC Representative**

**Sally Husselbee (Part) SH Representative**

**Elizabeth Gregory EG Representative**

**Apologies: Malcolm Price Damian Dixon**

**Elizabeth Gregory Stephen Thompson**

**In Attendance: Sharon Davies SD Personal Assistant**

**Darren Davies (part) DD OM – Worcester**

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| **ITEM** |  |  | **ACTION** |
| **1.** |  | **Apologies**  Apologies were received and noted as above. |  |
| **2.** | **2.1**  **2.2**  **2.3** | **Minutes / Action Points from last meeting**  Minutes from the meeting held on 03.08.17 were agreed as an accurate record by those in attendance.  Actions were updated and recorded separately.  ER54   * Issues were raised regarding when staff are completing the ER54 forms online it times out before they complete and all information entered is lost. * LS agreed to look into this. * DD advised to complete a word document and copy and paste into the ER54 * JG asked Staffside could receive copies of all ER54’s that are received. * LS advised that this not policy but Staffside are notified if necessary. * Following discussion, MB confirmed that this would need to go to RPF and EMB for a decision. * LS will take to Risk Team * SG agreed to take the lead on this and will take forward. * Concerns were raised that staff needed support with using computers in Cheshire. MB to liaise with Organisational Development. It was agreed that a request would be for all areas.   PDA’s   * MB gave an update on PDA’s and informed that Version 109 has been put in and no problems have been reported to date. * 51% of PDA’s have been updated so far. * MB advised for information that an article was being put in the weekly brief advising staff of the YAMMA Group that is available on the intranet for staff to answer any PDA queries. Chris Butler to be invited to next LPF to give a presentation to the group. | **LS**  **LS / SG**  **MB** |
| **3.** |  | **Bariatric Improvement Plan**   * DD gave an update on the Bariatric Improvement Plan that was delivered to the Programme Board on 06.09.17 * SOP to be circulated for review and asked it was asked for comments to be sent to DD within the next 2-weeks for completion on his return from annual leave. * AR raised concerns over assessments that are made over the telephone and a discussion took place. * GM enquired as to whether staff will be trained and MB stressed that they would long term but for now will be asking for volunteers to come forward and Manager will ensure training will be given appropriately. |  |
| **4.** | **4.1** | **Directors Update**  Pocket Books   * MB asked for everyone to review the Pocket Book that was circulated   Amendments suggested:   * No reference to Respect Form * Securing of equipment to be added * Bariatric SOP to be added * Any additional changes to be made to be forwarded to SD by Friday 15th September 2017 * Pocket Book to be agreed and signed of at next LPF to go for printing.   **Contracts – Commercially Sensitive**   * UHNM * A discussion took place re the UHNM contract in regards to the contract ending in May 2018 and that UHNM have requested a change in overnight provision. Ongoing discussions between WMAS and Commissioners to review impact. * Walsall * A discussion took place re the contract finishing on 28th February 2018, this will be the end of the 5 years. * Staff meeting taking place 11.09.17 at Wolverhampton   Cheshire   * Meeting took place last week with Commissioners and a piece of work is currently being undertaken to review resourcing against current activity. * MBe confirmed that we are currently undertaking 90 return journeys out of area daily.   Staff Survey   * MB asked for staff to be advised that the Staff Survey is voluntary and 15-minutes will be given at the start of shift to complete. * PG confirmed that Staffside are promoting for staff to complete.   Flu Vaccinations   * MB advised that a meeting was taking place next week to confirm roll-out and plan for this year’s Flu Vaccinations. * MB confirmed that this was not compulsory, however would advise staff to take advantage of this and a £20 voucher will be received | **ALL** |
| **5.** | **5.1** | **Estates**   * KH confirmed that regarding the Security Report on Cheshire, all work had now been completed. * All works completed at Wolverhampton * Air Conditioning work completed at Frankley. * Costs have been received for Air Conditioning in Coventry and Warwick and KH to forward to MB. * No issues at Astons * MF reported an issue at Gravelly site with the no light switch at the back and female members of staff have raised concerns as they have to walk through to the front in the dark. * KH will arrange for this to be done. | **KH** |
| **6.** |  | **Human Resources**   * Wolverhampton and Dudley   LM confirmed with regarding to the A4C Contract 156 staff had been offered the contract   * 133 responses have been received by HR * 23 still outstanding * 29 staff do not want the new contract * 5 x Vehicle Cleaners have gone out to advert. * LM confirmed that the Sickness Policy had been signed off at the recent RPF Meeting and was now going to policy group |  |
| **7.** | **7.1** | **Risk**   * LS advised that a risk assessment had been completed on Zimmer Frames. * Also for 2 x Wheelchairs on vehicles and will forward to SG for review. * PTS Transportation of Patients Equipment Belongings 2017 had been circulated for review and amendments had been made. * Discussion took place regarding the Zimmer Frame Risk Assessment and a recent incident that had taken place. * PG advised that it had been pointed out that it was illegal to carry Zimmer frames not secured correctly. * MB informed that following the issue that was raised, an urgent meeting took place to discuss. This had not previously been raised through LPF and frames had been carried on vehicles for years. * PG stressed that members were not willing to take the risk and Staffside were asking for clarification of legality implications. * LS confirmed that he would clarify the regulations today (07.09.17) * MB confirmed that this has never been raised to her. * SG advised that there was a meeting taking place tomorrow (08.09.17) * LS suggested using restraining straps and tracking in the interim and everyone agreed for LS to look at and confirm. * LS asked for staff to be encouraged to complete ER54’s regarding near misses. | **LS** |
| **8.** |  | **Area Updates by exception**  Coventry & Warwick   * SB advised that WMAS had lost the contract for tissue viability. * This will affect 2 x WTE staff but they will be retained.   PAN Birmingham   * SB confirmed PAN remains challenging * Discussions have taken place with Commissioners regarding Renals and they are happy to change times.   Worcester   * Achieving call handling.   Cheshire   * MBe confirmed that KPI’s were still challenging although 4 had been recovered. * MBe then gave a presentation and went through the KPI’s * There are currently no exceptions and the Commissioners are aware of this. |  |
| **9.** | **9.1** | **Staffside Issues**   * AR raised concerns regarding an email that had been received stating that staff cannot carry out overtime shifts if they are on annual leave. * Discussion took place as there was no issue over this and SG asked MB for a copy of the email, which she forwarded. * LM clarified the position and that BH were not included. * MHe asked regarding protective pay policy if a member of staff carries out overtime duties. * LM and PG both agreed that overtime was not protected. * GM raised his concerns over the lack of Supervisor support at Ellesmere Port as an issue currently causing stress. * SG asked for information at the next LPF Meeting from Managers on how many staff are currently seconded into PTS. | **Managers** |
|  |  | **Date and Time of Next Meeting**   * **Monday 16th October at 1400 hours**   **Millennium Point, Conference Room 1** |  |