

West Mercia : LOCALITY PARTNERSHIP FORUM

MINUTES OF MEETING HELD ON
15TH NOVEMBER 2018 AT 1300 HOURS
AT WORCESTER HUB

PRESENT:	Tim Hughes - Chair Nick Montandon Andy Johnson Pete Green Dave Horner Steve Taylor Jenny Cocks (Skype) Charanpreet Dheensa (Skype)	Senior Operations Manager Assistant SOM H&S Rep Unison Unison Unison EOC HR Advisor
SECRETARIAT:	Lisa Gardner	

No.		ACTION
1	<p>APOLOGIES</p> <p>Liz Parkes E Huddleston P Tolley M Brown C Martin R Till S Gardner T Jones</p>	
2	<p>MINUTES OF LAST MEETING – 4TH SEPTEMBER 2018</p> <p>Minutes available from last meeting.</p>	
3	<p>ACTIONS FROM MINUTES – 4TH SEPTEMBER 2018</p> <p>3.1 24.04.18 – Handover of patients LP to speak to Dug re Worcester Hospital LP confirmed that she had not spoken to Dug re Worcester Hospital; agreed to include something in the Weekly Briefing re Handover, Privacy and Dignity. This article was presented in a Weekly Briefing TJ requested there should always be screens available if there is no private room. Action Complete and Agreed Remove from Action</p>	D. Macdonald

3.2	<p>18.05.18 – Violence and Aggression Cases Jenny Cocks advised all Violence and Aggression Cases must be followed up by a WMAS223, this will allow the flag to remain on for a maximum time of 6 months, this will then be reviewed prior to the 6 months.</p> <p>DM to speak to Matt Brown to see if it is possible to attach a 223 form to the ER54.</p> <p>CM/JC to review lists of flags</p> <p>On-Going Action</p>	CM/JC
3.3	<p>Inappropriate Calls Inappropriate calls are a huge problem how many have been reported, but how many actual are inappropriate is not huge. Start of October there was 200 calls in a 6week period. Crews need to be mentioning straight away an inappropriate call. Reports were not be generated correctly from CAD. This matter is going to SMT.</p>	
3.4	<p>Breaks in Carparks Jenny advised crews need to ask EOC if they can stop and get food, it won't be a problem and if it does take you out your break window Controller will say start break once you pick up your food.</p>	
3.5	<p>Relieving Crews at Worcester Royal Pete Green advised he is attending an Executive Partnership Group meeting before RPF, one of the items on the agenda is to discuss a process to relieve crews from Worcester Royal after their finishing time.</p>	EPF Group
3.6	<p>Overtime Restriction Working Time Report is generated by the SOM 17 weeks backwards each week to ensure the staff do not breach the working time directive.</p>	
3.7	<p>Oxygen Masks LPF asked for the Oxygen Masks to be reviewed as they felt the quality of the product was not up to the previous standard, they are also very bulky and don't fit in the allocated section of the BLS bag.</p>	T.Hughes
3.8	<p>EPR LPF raised staff had mentioned the EPR's keep crashing since the new software was installed. Also raised was the addresses are not always correct, take you to nearest town not village.</p>	D. Macdonald
3.9	<p>Stretchers Stretchers didn't meet IPC. Stretcher straps were ordered and were taken to Hollymoor</p>	D. Macdonald

		by Cameron McVitie to be picked up by the SOM, these straps were unable to be located at Hollymoor therefore we have now reordered more straps.	
	4.0	First Aid Kit LPF raised that First Aid Kit's on DCA's have been removed. Tim did say this had been stopped a while ago as we are an emergency service and therefore do not carry these items.	
	4.1	Lane Guidance on the Sat Nav Lane Guidance on the Sat Nav – can it be disabled?	T.Hughes
	4.2	There were a number of Worcester Hub local issues which were raised however these need to be discussed when Steve Taylor has his monthly meetings with Liz Parkes.	
4		NOTES FROM LOCAL STAFF SIDE MEETINGS	
5		END OF SHIFT TASKING INFORMATION JC not present Tim advised the end of shift tasking information: - 25.6% - On time 77.2% - Within 15 minutes 2.8% - Over the hour	
6		EDUCATION AND TRAINING Nothing discussed.	
7		RISK DEPARTMENT Nothing discussed.	
8		VIOLENCE AND AGGRESSION CASES MEETING Nothing discussed.	
9		MANAGEMENT UPDATE Nothing discussed.	
10		AN Y OTHER BUSINESS Nothing discussed.	

11	REGIONAL PARTNERSHIP FORUM (RPF) – TO AGREE ITEMS TO REFER	
12	DATE OF NEXT MEETING	
	11th January 2019 – Bromsgrove	

Chair Date

DRAFT