**Regional Partnership Forum (RPF) ACTION POINTS for meeting on 28th February 2019**

| **No.** | **Minute** | **DETAILS** | **To be actioned by:** | **EVIDENCE** | **RAG Status**  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **03.17.10** | **Trade Union Facility Regulations** | **Kim Nurse** | **01 08 18**: Kim Nurse to pick up at a separate meeting with Pete Green and Reena Farrington. It is understood that the National template and data is not correct. There is a legal requirement to submit this information and management and staffside will work together to get it right moving forward.**30.08.18:** Consider and review TU facility time regulations data.**12.09.18:** Action needs to be amended to Trade Union Facility Time Regulations.Meeting requested by UNISON FTO with Kim Nurse.**24 10 18:** Meeting arranged for 20th November 2018. Chanel Camilleri-Willis has confirmed her attendance.**05.12.18** meeting was cancelled due to CCW personal circumstance. Awaiting dates from CCW. Action ongoing.**16.01.19** All FTO’s to be invited to meeting - Action ongoing  | **☺****☺** |
| **2.** | **01/18/2** | **Auto Rostering** | **Nick Henry** | **01 08 18**: Nick Henry will keep this group updated.**24 10 18:** Staffside expressed concerns around guidelines for distribution of unsocial hours, new staff etc. How can we make the rostering fair?Nick Henry gave assurance that any remaining questions in the system will be looked at, and answers sought, during the presentations before live testing is carried out.**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.**16.01.19** Confirmed article placed in weekly briefing.Action ongoing | **☺** |
| **3.** | **03/18/08.4** | **Rank Markings and Structure**: Clearer rank markings and command structure needed when dealing with busy A&Es and RTCs. RTC tabards have been ordered with rank markings on the top. Nathan Hudson meeting with the Chief Executive on 18th April and will feedback to next RPF. **Action NH** | **Nick Henry** | **09 05 18:** Action ongoing. Staffside are asking for more clarity with rank markings so that the competent person in control of a situation or scene can be identified quickly and easily. New tabards with rank markings for RTC / A&E use have been delivered. A discussion followed around the use of different epaulette colours to denote staff rank. Rejected**01 08 18**: Action ongoing with a proposal of putting a descriptor on sleeves.**30.08.18:** Paper to go to OMT for discussion re costings**.****12.09.18:** Raised at OMT. No further action from OMT.KN to discuss with ACM.**24 10 18:** No update at present.**16.01.19:** No update. Awaiting Uniform Group meeting to take place on 24 January**.** Action Ongoing. | **☺** |
| **4.** | **05/18/10.4** | **Freedom to Speak Up process:** | **Kim Nurse and Steve Thompson****Diane Scott** | The details of the FTSU process, particularly section 5 – 3 steps for escalation – seems to contradict the Dignity at Work Policy. Barbara Kozlowska is asking for staff to contact her in the first instance and then will determine who will look at each issue. FTSU is for corporate wrong doing and not for personal complaints such as bullying and harassment. Staffside requested a meeting to discuss the process in full. Steve Thompson will send a note of concerns to Kim Nurse. A meeting will be scheduled to resolve across all directorates. Action: KN and ST A meeting has been arranged for 5th July 2018. A note of concerns has been received from Steve Thompson. **Note**: Meeting re-arranged for 22nd August 2018.Kim Nurse will be able to report back to the September meeting, following a meeting planned for 22nd August. The intention is to make sure everyone knows that there is somewhere appropriate to go to report concerns, so that these concerns can be raised directly in the Boardroom.**30.08.18**: KN has discussed with DS and clarified that personal staff issues should follow the normal HR processes as per ongoing discussions regarding FTSU. Ongoing monitoring to take place as staff side still have significant concerns over the correct use of FTSU.**24 10 18:** An agreement was reached to set up a meeting with senior Staffside, The Chief Executive and Diane Scott for open and full discussion to fully address all concerns around FTSU. **05 12 18** Meeting arranged for 5th December 2018 – not all parties available. To be re-arranged. **16.01.19:** Meeting arranged for 23rd January 2019. KN to provide the group with a guidance document. CB actioned on behalf of KN.Action ongoing. | **☺****☺****☺****☺** |
| **5.** | **08/18/02** | **Out of Area Work:** Staffside report a high number of complaints from crews who are travelling miles out of area. Although it is understood why this happens, it is requested to issue an explanation to Staff. Management assure that work is ongoing to help correct this and a review of end of shift tasking will take place, especially for the more rural areas. | **Jeremy Brown** | **30.08.18:** NH to provide figures by area.**12.09.18:** JB has figures but unable to share during meeting due to IT facilities at non-trust premises. JB to circulate to RPF members.**24 10 18:** The group discussed serious concerns around waiting times at hospitals. Mark Docherty gave assurance that the Trust is raising this at the highest possible level to resolve and asked to be copied into emails detailing specific incidences. Patient data can be protected by using the case number only.**05 12 18:** Jez will share data by Hub back to April 2018.Further discussions to take place regarding outlying areas and hospital issues. | **☺** |
| **6.** | **08/18/11.1** | **IT on Hubs:** Some of the servers are very old and it can take up to 20 minutes to log on. Action: Nathan Hudson to talk to IT Department | **Nathan Hudson** | **12.09.18:** Action outstanding. Logging on is taking too much time.NH to speak to Phil Collins.**24 10 18**: Nathan Hudson has discussed with Phil Collins. Work to do to improve internet speeds on Hubs. Amount of people using WiFi is too great for the current system. **05 12 18:** Phil Collins has confirmed the Trust are looking for sites to have further server upgrades to support.Action ongoing for update only. | **☺** |
| **7.** | **09/18/6** | **Summer Uniform:**Staff side requested looking at light weight shirt and trousers.  | **Nick Henry** | Martin Minard is researching lighter material to feed back to staff side.Feedback to RPF to be provided. 24 10 18: The group discussed summer and winter uniform options. Martin Minard is researching and as this is not a decision for RPF, a request has been put forward to the Chief Executive for a Uniform Committee. RPF to be informed of date of meeting via Martin Minard. Action ongoing.**05 12 18:** Uniform working group meeting planned for 24th January 2019.Staff side raised concerns regarding the membership and invites.  | **☺** |
| **8.** | **10/18/05** | **Bus Lanes** – Council Fines for PTS Staff:We have received a letter back from the Council to accept that A&E vehicles are exempt but not PTS. Where there had been a complete stop on fines – they have started again.  | **Michelle Brotherton** | 24 10 18: Michelle Brotherton has written to the council formally. The group discussed many concerns around Bus Lanes and fines being issued to PTS staff. Michelle is telephoning the Council daily for an answer. The Council are sticking to their present practice of issuing fines for PTS staff using bus lanes and it is acknowledged that this needs to be resolved. Staffside are keen to advise members not to use the bus lanes at all, as it is felt that the Council have gone back on their word not to issue fines to PTS staff. Nathan Hudson agreed to look into the matter further. 24 10 18: Staffside will be issuing a letter to members to advise PTS staff not to drive into any bus lanes. Action: Staffside.**05 12 18:** 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.**16.01.19** Further meeting arranged for 2 weeks’ time. Update at next meeting. | **☺** |
| **9.** | **10/18/07** | Locality Partnership Forums:Staffside referred to Paper 7d LPF action referrals from BBC: * Request for a flow chart to be placed in red bag on the vehicles to assist crews with the processes for EPRF, in relation to cardiac arrests etc.
 | **Nathan Hudson** | An action was agreed for Nathan Hudson to ask Matt Ward to produce a laminated sheet for guidance**.** **05 12 18:** Action passed to Jason Wiles. | **☺** |
| **10.** | **10/18/07** | Pension ContributionsNew consultation pension rates and information to be uploaded to intranet. | **Kim Nurse** | Actioned. | **☺** |
| **11.** | **12/18/07** | EPRF – Screen protectors and straps | **Nathan Hudson** | **05 12 18:** Nathan to discuss and communicate with Paul Baker regards straps.**16.01.19:** Screen protectors to be attached to the new EPRFs. Straps issue ongoing.  | **☺** |
| **12.** | **12/18/06** | **O2 masks being bent and shortage off paediatric probes**  | **Nick Henry** | **05 12 18:** Nick Henry to pick up with Euan regarding quality of O2 masks.**16.01.19:** Awaiting update from Euan | **☺** |
| **13.** | **12/18/07** | **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. | **Nathan Hudson** | **05 12 18:** Management side will raise with police.**16.01.19:** Item carried forward to next meeting. | **☺** |
| **14.** | **01/19/02** | **Apprentice Probationary Periods**Staff side raised the requirement for a further 6 month probationary period when apprentices move to substantive posts – already worked for the Trust for 12 months. | **Kim Nurse** |  | **☺** |
| **15** | **01/19/05** | **Clinical updates** Programme for 2019/20 – Weekly briefing | **Kim Nurse** |  | **☺** |
| **16** | **01/19/08.1** | **JRCALC**Removal of JRCALC books to cease & notice to go out to staff. | **Nathan Hudson** |  | **☺** |
| **17** | **01/19/08.3** | **Operations Managers being forced off their existing rosters**Meeting to be arranged with NH and Staff side to discuss. | **Nathan Hudson** | Meeting arranged for 31 January 2019. Action complete | **☺** |
| **18** | **01/19/08.6** | **Update on Estates**Invite Simon Lewis to next meeting | **Kim Nurse** | Action complete.  | **☺** |