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| Minutes of the Meeting of the Regional Partnership Forum (RPF) held on 24th January 2018 in The Academy Boardroom |
|  | **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 |
|  | Andy Carson | AC | 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 | Dave Mitchell - GMB |
|  | Kevin Blower | KB | Alan Randell – UNITE / T&G |
|  |  |  | Pete Tansey - GMB |
|  |  |  | Steve Thompson - UNITE |
|  |  |  | Ian Oxford – UNITE / T&G |
|  |  |  | Adrian Ross – UNITE / T&G |
|  |  |  | Colin Griffiths – GMB FTO |
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|  | **In attendance:**Matthew Ward | MW | Soren Heeks – UNISONLisa Darby, GMB StokePaul Collier – UNITEMick Hooper – UNITEStuart Wright – GMB |
|  | **Secretariat:** |  |  |
|  | Sam Walton | SW | HR Admin Assistant |

| **ITEM** | **RPF Meeting**  | **ACTION** |
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| **01/18/1** | **Apologies: Andy Carson, Linda Millinchamp, Craig Cooke, Mark Doherty, Tracy Jones, Ian Burness, Dave Mitchell, Pete Tansey, Steve Thompson, Ian Oxford, Adrian Ross, Colin Griffiths** |  |
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| **01/18/2** | **Notes of the last meeting on: 23rd November 2017** |  |
|  | The minutes of the meeting held on 23rd November 2017 were submitted. |  |
|  | **Agreed:** |  |
|  | The minutes were agreed as an accurate record.  |  |
| **01/18/3** | **Action Log – Matters arising:** |  |
|  | **1. CFR Framework:** NH noted that this was on hold. Staff side felt that this should be red as have been waiting since August. NH stated that awaiting an update. KN noted that update had been set back until the end of January and would add to the next EPG and RPF agenda. Action ongoing | **KN** |
|  | **2. Bariatric and Accessibility:** NH confirmed that no 54’s had been received and would continue to review. Action closed |  |
|  | **3. Policies and Procedures:** NH confirmed that a meeting to discuss was outstanding to review the Driving policy. This would be updated at the EGP and presented at the next RPF. Action ongoing. | **NH** |
|  | **4. Review of the Trade Union Recognition Agreement:** KN confirmed that dates for a meeting were still being sourced. Action ongoing. | **KN** |
|  | **5. Wage errors and reimbursements:** KB confirmed that Tracey Evans would be attending the next EPG meeting. Action closed. |  |
|  | **6. Recognition of Life Extinct:**  MW confirmed that clinical ID/GRS numbers can be used on the PRF and EPR. The EPR numbers will eventually link the crews’ skills to ESR. Staff side raised the issue of the use of capnography. NH noted the use of CO2 and the importance of investigations to ensure performance is 100%. It was also noted that the step wise airway approach should be used and MW confirmed that this had been added to the Mandatory training. |  |
|  | **7. BBC LPF referral: Rear view cameras:** NH stated that Tony Jones had confirmed that this had been resolved. Staff side stated that there were still vehicles with this issue. NH to provide Tony Jones with an updated list. Action ongoing.  | **NH**  |
|  | **8. BBC LPF referral: Monitors not recording correctly/placement of leads:** MW confirmed that a clinical notice has been produced and awaiting approval. Staff side asked where the leads should be placed. MW confirmed above the elbow and lower abdomen. Staff side asked if the respirations would now register correctly. MW confirmed yes. Action closed.  |  |
|  | **9. Students and Student Observers:** Staff side noted that it had been agreed that staff would have students and student observers with them as it’s a risk but this is still occurring. NH stated that a qualified member of staff could have a Level 1 or 2 student paramedic and an observer. This would be down to the crew. Can say no. It was clarified that there would be a maximum of 3 people in the vehicle. Action closed.  |  |
|  | **10. Storage space for Stoke Union Duties:** NH asked if the storage space had been resolved. Staff side confirmed that this was being taken back to LPF. Action closed. |  |
|  | **11. AFA Uniforms – no waterproofs:** Staff side confirmed that new starters have received the trousers. Long serving staff are still awaiting the waterproofs. NH confirmed that the Keela coats had been requested but unable to obtain. Staff side to send an updated list of outstanding uniform to NH. | **Staff side/ NH** |
|  | **12. Staff wanting to transfer:** NH stated that there was no action. Staff side asked for an update. NH confirmed that the transfer list is being reviewed with transfers to start from 01 April, concentrating on first come first served basis along with ensuring that the skill mix is correct. NH highlighted that unable to move on preferred locations for the graduate paramedics. Staff side asked how much choice they are given. NH confirmed 3 choices. KN noted that the numbers are not big for graduates. CB confirmed that the last adverts for student paramedics was for BBC. Staff side highlighted the issue of the number of staff on these hubs. NH confirmed that this was being looked into.  |  |
|  | **13. National Prison Policy – Guidance on responding to prisons**: NH stated that there had been no 54’s received in relation to prisons. Staff side noted that the draft policy is going against national guidance in relation to an Operational Manager being in attendance. A crew being assaulted at Winson Green prison was highlighted by staff side. NH stated that there are implications for Operations and are working on a solution.  |  |
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| **01/18/4** | **Never Events – Briefing from Matthew Ward** |  |
|  | Matthew Ward attended the meeting to provide the group with information regarding Never events. Key points:* Normally applied to hospitals.
* Been updated from 01/02/2018 to include blood admin (which will affect the MAA Doctors), wrong route oral drugs, oesophageal intubations.
* Trust had 6 cases in the last 18 months.
* Important to get the message out to staff that the tube needs to be in the correct position and the importance of investigations into these cases.

Staff side asked if the Trust will be continuing with intubations. MW stated that reviews have shown that they can improve the outcome. The decision has been made to continue with the skill and it will be continually reviewed.  |  |
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| **01/18/5** | **Grievances / policy adherence (standing agenda item)** |  |
|  | The members received and noted paper 4. |  |
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| **01/18/6** | **Director Updates as required:** |  |
|  | Kevin Blower reported from Finance as follows:Reported Surplus as at Month 9 – December 2017 is £4.4 m, £85k better than plan and the Trust is on target to hit the full year planned surplus of £2.2m. It was noted that this surplus is the agreed target set for the Trust to achieve as part of the overall NHS plans and is therefore not available as additional monies for the Trust to spend.CIP target – as at December the Trust has achieved 89% of its full year CIP target and is on target to meet the full year target by the end of the year.Capital Expenditure – Current capital expenditure is £985k under the planned amount. This is largely due to the phasing of expenditure for HART vehicles and is forecast to be in line with plan by year end.Staff side asked why the money cannot be spent. KB noted that this goes towards other planned deficits to help balance the overall NHS position. Kim Nurse reported from Workforce and OD as follows:Thank you for support on flu vaccinations. Hit 72%, therefore achieved the national target. Flu clinics will continue to run until end of February. Due to the flu strain, all areas are reporting high levels of flu and deaths. Still promoting the flu vaccination and have written to staff who have declined the vaccination, supporting their decision but if wish to now have, the clinics are still running. KPI’s – Increased the number of student paramedics trained in-house. Increased to 10 cohorts. Relationships with the universities are positive. 243 applications have been received from staff at level 5, who wish to update their qualifications to a BSC honours degree. This funding was secured with no charge to the individual. Some additional funding is still available to cover up to 50% of the cost paid by staff. Staff side asked what the turnover for Paramedics is currently. KN confirmed that Trust wide it is 5.74%. This does include retire and returns. KN also noted the increase in other paramedic roles outside the Ambulance Service. Holding back on bank spend and no agency spend at present. Overtime has been low until most recently. Sickness – Top performing Ambulance Service.New physiotherapist starting on 08 February. Appraisals – 84.75%. EOC at the top with 99.53%Mandatory Training – 86.42%Plan in place for PTS mandatory training completion. Gender pay gap reporting – Different from Equal pay. With job evaluation it’s the job not the individual, so same pay for all. May have different unsocial hours or traditionally more jobs for men than women. May have people who have progressed differently due to career breaks, family life. Further updates at future meeting.More work to be completed on banding agreement. Visit on 25/01/18 from Health Education England to see our Student Paramedic programme. Quality Governance Committee – Good range of opportunities for staff across the Trust with protected characteristicsEDHR Steering Group – Staff and community engagements. Feedback available. Michelle Brotherton reported from PTS as follows:Walsall PTS TUPE – Due to expire end of February. No provider sought at present. Agreed to continue until end of March. All staff affected have been written to, to reconfirm the offer of remaining with the Trust. OOH – Meeting due to take place on 25/01/18. Contract went out to tender. Trust were not awarded the contract. The contract will not be continuing. Affects 10 staff. Bariatric Training – Underway. Standard and Enhanced. All contracts to receive 4 hours training in-house. This will ensure we have a 24/7 provision. Flu clinics to continue.Staff side highlighted the short notice adverts in Stoke for the APP course. Only had 2 days to apply and then the vacancy was already closed. MB confirmed that the staff who contacted her direct had dealt with, any other issues let us know. Staff side asked for an update on how the urgent tier was affecting PTS. MB confirmed the impact on the KPIs. Also noted that utilising supervisors and maximising overtime. Diane Scott reported from Corporate as follows:The Trust is receiving a visit from the HSE. Will be meeting the board and invites have been made to staff side also. HSE will be visiting all Ambulance Services to look at two areas, Health, Safety and Risk in our organisation and MSK injuries. Trust fire action plan – Working group set up, ensuring no building have cladding. Work being under taken to ensure evac-chair training is provided and additional training for fire marshals. Jeremy Brown reported from EOC as follows:Busy period. Up by 10%. However have coped well with the pressure in EOC with the increase in call volume. Note to the staff in EOC and CSD who have remained in high spirits throughout. The increase in Call Assessor numbers before Christmas really helped. Discussions followed regarding informing the general public about wait times and the Trusts stance not to do this. Staff side highlighted that the general public’s perception is that they will receive an ambulance in 8 minutes. JB noted that the information is on NHS England web site and felt that Call Assessors should not have to fend off callers who have been told a wait time. Staff side noted the Duty of Candor and not being 100% truthful. JB noted that for any complaints received, the Trust are open and honest. Staff side asked how meal break were. JB confirmed that spend was up for December. Murray MacGregor reported from Communications as follows:Number of TV camera crews going out with our crews. Thank you to Operations for facilitating.6 more shifts to film for Ambulance. May be broadcast as early as April. Lost out to Gogglebox at the National TV Awards. 2 more series of Inside the Ambulance commissioned.1 more series of 999 on the Front Line commissioned.Nathan Hudson reported from Operations as follows:There has been an increase in activity. Massive thank you to all staff, EOC and Operations, especially when we experienced the adverse weather conditions. The hospital delays have been tough, with North Staffs being particular difficult. Worcestershire and Shropshire hospitals have been challenging. BBC hospitals, the majority have had no real issues. We had a robust festive and winter plan in place. New Years Eve was managed well, with no delays in call taking. Thanks to the management teams, being visible to staff was a positive. Training for the Operational Managers continuing, with Investigation training. Currently planning for half term and Easter cover. Urgent Tier has gone well. This will continue until 20 April. Picking up any outstanding PDRs and Mandatory training, particularly for maternity leave staff returning to work. Starting to plan in next years PDRs and Mandatory training, with electronic workbooks.AFA pressure – Some leavers to PTS and Student Paramedic roles. Need some resilience with cover. Staff side raised the issue of overtime and having double technician crews. NH note that require a paramedic on every vehicle by April. |  |
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| **18/01/7** | **For Information – Policies and Procedures** |  |
|  | 6 Policies were tabled for information. The following policies were agreed: Maternity Policy, Integrated Identify Management Policy and Registration Authority Policy.Staff side asked that Adoption Policy, Clinical Registration Procedure and Alcohol Drugs and Solvent Misuse are added to the next agenda to enable members to read through and review. This was agreed. | **CB** |
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| **18/01/8** | **RPF Terms of Reference:** |  |
|  | This has been referred to the EPG.  |  |
| **18/01/9** | **Locality Partnership Forums (LPF):** |  |
|  | NH apologised for cancelling the LPF meetings in January. These have been reinstated for February. Local meetings taking place.  |  |
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| **18/01/10** | **Any Other Business:** |  |
| **10.1**  | **HALO’s – Roles and Responsibilities**Staff side raised the issue of HALO’s and the duties that they carry out. NH stated that a clear SOP had been provided to all HALO’s to follow. This includes any development HALOs. Had an increase of HALO support to cover Christmas. NH noted the difficulties and pressures of the role. The roaming HALO has worked well in BBC in the past. NH asked that any feedback is passed over to be dealt with accordingly. Staff side asked what the HALO criteria is for the role. NH stated the requirement is 2 years post paramedic qualification. |  |
| **10.2** | **NHS Fleet solutions – plan of action going forward**Staff side asked if there were any plans to stop Fleet solutions. KN confirmed that there were no plans to cease the contract.  |  |
| **10.3** | **RIDDOR procedures**Staff side highlighted 2 cases whereby they believe that the appropriate RIDDOR reporting has not been completed. NH stated that the trust is 100% compliant. The Trust now have to report monthly to the HSE. NH asked that the 2 concerns are raised outside of the meeting.  |  |
| **10.4** | **Time scale for resurfacing at Unit 4 Tollgate**NH confirmed that work would be starting next week. |  |
| **10.5** | **EPRF Pouches**NH confirmed that this had been trialled in Coventry and Warwickshire. Along with a shoulder strap. Roll out expected across the region from February. |  |
| **10.6** | **List of outstanding jobs from Simon Lewis**CB confirmed that this has been emailed around to the group. Staff side noted that this had been previously agreed to receive monthly, however this was not occurring. Staff side requested that this is provided with the meeting papers going forward. This was agreed. |  |
| **10.7** | **Hot water made available at hospitals**Staff side noted difficulties of obtaining hot water for drinks at hospitals. NH stated that crews should abide by the hospitals rules, in relation to carrying cups etc. No problem with staff filling up flasks.  |  |
| **10.8** | **Time scales for all WMAS54s on EPR** Staff side asked if there were any time scales for completing 54’s on the EPR tablet, due to issues when asking to be stood down to complete the form online. JB confirmed that he had received no feedback relating to this issue and crews are being allowed to stand down. The use of an app was suggested by the group. JB agreed to raise with Phil Collins.  | **JB** |
| **10.9** | **Update on AP bags**Staff side asked for an update on the AP bags. NH confirmed that the work had been completed. Had been put on hold over winter at the request of Dr Alison Walker. The content of the bags had been agreed. Staff side requested a copy of the load list. NH to send to SG/PK. | **NH** |
| **10.10** | **Ramp failure on 4x4 vehicles**Staff side raised the issue of patients being scooped of the back of the 4x4 vehicle due to ramp failure.NH asked if this was a regular issue, as no 54’s had been received and encouraged the completion to ensure this is highlighted and reported accordingly.  |  |
| **10.11**  | **Update on AUTO rostering**NH confirmed that a trial would be commencing at Hollymoor in the next couple of weeks. This is to provide rostering exactly as it is now, without the manual input required by managers. Staff side asked if this will split crews. NH confirmed that the restrictions need to be built into the system. Any feedback to NH once trial begins. CM to discuss with Tim Hughes for staff side input.  |  |
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| **18/01/10** | **Date and time of the next meeting:****Pre-Meetings at 1200 hours. RPF Joint Meeting at 1300 hours**14th February 201829th March 2018 |  |

Chair……………………………….. Dated…………………………………