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| Minutes of the Meeting of the Regional Partnership Forum (RPF) held on 10th May 2017 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 | Ray Lloyd - UNISON |
|  | Andy Carson | AC | Tracy Jones - UNISON |
|  | Murray MacGregor | MM | Mark Robinson - UNISON |
|  | Craig Cooke | CC | Brian Clarke - 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:** |  |  |
|  | Kevin Ellis | KE | Paul Collier - UNITE |
|  | Paul Tolley | PT | S Heeks - UNISON |
|  | Chris Kerr |  |  |
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|  | **Secretariat:** |  |  |
|  | Dawn John | DEJ | PA to the Director of Workforce and OD |

| **ITEM** | **RPF Meeting – 10th May 2017**  | **ACTION** |
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| **05/17/01** | **Apologies:** Diane Scott, Linda Millinchamp, Kevin Blower, Adrian Ross, Alan Randell. |  |
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| **05/17/02** | **Notes of the last meeting on 15th March 2017:** |  |
|  | The minutes of the meeting held on 15th March 2017 were submitted. |  |
|  | **Resolved:** |  |
|  | 1. That the minutes of the meeting held on 15th March 2017 be approved as an accurate record of the meeting.
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| **05/17/03** | **Action Log – Matters arising:** |  |
|  | The RPF Log contains the schedule of matters upon which the RPF have asked for further action or information to be submitted. Matters on this log can only be deleted through resolution of the RPF. (For the avoidance of doubt unless specified below all matters contained on the RPF log will remain on the log until the RPF resolves that the matter can be discharged). |  |
|  | **Resolved:** |  |
|  | 1. Variation to Contract and conditions: Pete Green and Carla Beechey met to discuss. Staff side requested this action be changed to grey to show ‘holding’.
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|  | 1. 4 x 4 24/7 Fleet: Action complete.
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|  | 1. CFR Framework: This is a concern around young people going to critical and difficult jobs. Advice sought from Dr Andy Carson (and also Dr Alison Walker). It is suggested that this is about resilience not age and CFR teams should determine who is appropriate to attend. CRMs look at developing people by training in community based work, to test out resilience and raise awareness of the cases they are likely to face. There is a risk that we will lose some individuals if it isn’t what they want to do. The position from the organisation is that this needs to be done on an individual basis. CRMs to bring in the right people, and in the right way.

Stuart Gardner stated that this is a big concern. There is no governance around CFRs. He asked how many CRMs do we have in place. Management responded 4 at present for the whole region. A discussion then followed around creating local contacts, support and training. The age limit is 18 and 21 for Scotland. Kim Nurse made it clear that we cannot discriminate above age 18 (or 16 could be considered as adult). KN will check. Craig Cooke currently holds the portfolios for CFRs. The group agreed that this item needs further discussion. Stuart Gardner reminded the group that he has handed in reports in the past to raise concerns to CFR leads of the use of out of date drugs and other issues. He asked management what had been done as this cannot be ignored and must be taken forward. He has brought this to the group 3-4 times. Michelle Brotherton responded that she had submitted a document to OMT on 3rd April 2017, and a presentation was made to the Regional CFR forum. Craig Cooke is considering all recommendations going forward as each area is doing something different. Kim Nurse reminded the group that the original question was “Is there a welfare issue around 18 year olds attending hangings?” A new question will need to be put forward. Stuart responded that the original question was raised at Clinical Governance and Policy group. Craig Cooke to respond to this action to determine what are the governing arrangements and recommendations. **ACTION: Craig Cooke to report**. | **Craig Cooke** |
|  | 1. Complete.
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|  | 1. HR Involvement in Appeals / Disciplinary: Carla Beechey has met with Staffside to discuss a drafted paper, action now at Policy Group.
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|  | 1. Secondment Review: Reena Farrington asked what is the criteria and rationale? We were told all secondments were stopping and then we find secondments in PTS and EOC. JB responded that it is fair and reasonable to continue to second due to the uncertainty around Millennium Point. The same can be applied to PTS where secondments will continue until it is known whether there are displaced staff and / or permanent roles. A discussion followed around the adherence to processes and protocol for all secondments to be advertised. Stuart Gardner pointed out that this is a regional agreement. Management confirmed this would take place going forward and apologised for one that had been. All secondments to go through an internal process.

Reena Farrington stated that if a secondment is for longer than 6 months there needs to be a discussion as it is a full time position. Management answered that some of the secondments cover for maternity and would be for longer periods. JB stated that he needs to cover vacancies and has no wider plan than that. The Chair added his perspective that secondments give staff an option if they don’t want to transfer to Tollgate at a later date. Staffside asked for open opportunities for all staff to consider. Stuart Gardner asked for Craig Cooke to settle down the staff in EOC and ensure that everyone who wants to move over to The Academy goes. Early conversations are needed with Reena Farrington. More information is needed and formal documentation. The group further discussed secondments within Education and Training. Kim Nurse confirmed that there were 6 confirmed within the training plan due to the limited time to deliver.  |  |
|  | 1. Complete.
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|  | 1. Bariatric and Accessibility: The use of the bariatric stretcher is monitored and there are no adverse incidents to date. Ongoing
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|  | 1. Staff Survey Responses are included in the agenda for today. Action complete.

Michelle Brotherton – PTS Development Update: Michelle updated the group with the main points as follows:The newest contract PAN Birmingham went live with 32 operational staff and 4 from UHB. Frankley side now operational after some security issues that have been addressed and signed off by Estates. Looking to sign off Gravelly on Friday. New contracts going well. Issues initially with call answering (patients phoning just to check lines were working). Operationally making sure the control staff look at the bigger picture rather than separate contracts. Stuart Gardner raised a question of PTS and blue light driving. Michelle Brotherton answered that this is not in the contracts and vehicles do not have blue lights. Sue Green is the clinical lead and Michelle is working with Matt Ward with regard to health and safety of staff and not exposing them to anything they cannot deal with. There are very strict guidelines for appropriate patient use of non-emergency PTS. The patient needs to be clinically stable before moving. If a patient’s condition should deteriorate while in the care of PTS staff, they know to dial 999 immediately. Staffside raised questions around clinical responsibility and observation of patient, particularly in regard to cardiac monitoring. PTS staff are not trained to the level of Technicians or Paramedics. Michelle and Staffside to meet to go through the criteria and check advice. **Action:** Michelle Brotherton, Mike Foster, Stuart Gardner and Steve Thompson.Stuart Gardner added that there was no air conditioning at PTS control at Frankley. Windows were having to be opened on the ground floor. Reena Farrington added that there were also a number of other issues staff were unhappy with at this base, including layout and furniture etc. Michelle is taking forward to Health and Safety and will work with Les Smith and Chris Kerr to resolve. Action: Michelle Brotherton.Michelle Brotherton has also been looking at PTS vacancies.  | **MB, MF, ST and ST****MB** |
|  | 1. High speed driving: Vehicle Action Group still meeting regularly. Ongoing.

CCTV footage policy. Discussed at Policy Group. Not agreed as different wording is needed. Ongoing. |  |
|  | 1. Trade Union Recognition Agreement: Meeting has been arranged and Stuart Gardner asked that all Unions attend.
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|  | 1. Health and Safety Representative involvement in accidents at the time of the incident: Chris Kerr reported on this item on behalf of Diane Scott and was happy to take any questions. A discussion followed with the main points as follows: The Trust provides general information on all RIDDOR reportable incidents via orbit reports, and the injured individual can include their staff side representative on the ER54 which ensures consent is gained to share personal information fulfilling the requirement of Section 5(3) Health and Safety (Consultation with Employees) Regulations 1996.

Pete Tansey raised a concern around mobile workers and inspection of the area concerned if it comes within private or public domain. Chris Kerr responded that the legislation would not allow inspection of such areas. It may be possible to look at public areas..The Chair confirmed that Staffside will be given RIDDOR reports needed and supported. However, specific issues must be worked through with local management team.  |  |
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| **05/17/04** | **Verbal Update on PTS – Michelle Brotherton** |  |
|  | Update given in action 9 as above. |  |
| **05/17/05** | **Grievances / policy adherence (standing agenda item)** |  |
|  | This paper will be distributed with the minutes. Staffs and Arden Grievance: Kim Nurse clarified for the group as follows:A number of working groups are set up and Staffside are invited. Staffside determine who to nominate to attend these groups amongst themselves. Policy Group is amongst one of these group for Staffside to represent the Trust. If membership of groups is to be amended then this should be discussed and reported through the staff side chair at RPF. The membership of policy group was confirmed at policy group in February 2017. KN confirmed this matter should not be dealt with as a grievance. The Chair thanked KN for her input. KN left the meeting at 1430 hrs. |  |
|  | **Resolved:** * Staffs and Arden Grievance not to be pursued.
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| **05/17/06** | **Director Updates as required:** |  |
|  | Workforce and OD:Carla Beechey presented on behalf of Kim Nurse: All operational staff at risk have been redeployed into new roles. Finalising additional posts with recruitment. Paramedic banding payments went through last month.Bear Scotland – part time staff had been excluded but will now be included. Pete Green highlighted that a few people had missed the date by one cohort. To be considered on an individual basis.RPF adjourned at 1435 hours and reconvened at 1450 hours.Finance:Kevin Ellis presented and confirmed that everything was on plan and in order for the Trust. (The National position is not known as yet): 2016 – 2017 showed a 2.8 million surplus. Forecast for 2017-2018 is 2 million surplus. There is 1.4 million funding we cannot spend. Staffside asked if we can use the interest on this amount? Kevin said yes. Linda Millinchamp will be presenting tomorrow at the Managers’ Briefing. Corporate Update: Chris Kerr presented on behalf of Diane Scott. ER54 has now been in process for 12 months – moving forward with operational changes and producing data. Chris to take away an action to discuss with Paul Baker, the connection errors experienced by some staff and feature in weekly brief. **Action:** Chris KerrRisk Register – effective and transparent. Operations:Nathan Hudson reported that activity had increased this month. Hospitals have been in a difficult position but April fairly stable. PDRs have been started and all efforts to avoid a “2 minute” talk as reported last year. Mandatory training completed. Steve Thompson raised a query on the PDR paperwork, where it states that this information may be shared with other parties. Who are the other parties? The group agreed that ST would speak to Barbara Kozlowska to clarify. **Action:** Steve Thompson. | **Chris Kerr****Steve Thompson** |
|  | **Resolved:*** Chris Kerr to discuss connectivity issues around ER54 with Paul Baker.
* Steve Thompson to clarify statement on PDR papers with Barbara Kozlowska: “This information may be shared with other parties.”
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| **05/17/07** | **Policies and Procedures for Information:** |  |
|  | The Chair asked the group if the policies presented – Papers 7 to 7g are approved.Brian Clarke highlighted the following:Stress Policy – section around staff training. Can we have a timeline as to when this training will take place? Carla Beechey to check with Maria Watson for future Health Wellbeing Meeting dates. Policy Change Management Policy: Steve Thompson asked if he could have more time to look at this as had been on leave. Management agreed. |  |
|  | **Resolved:*** More time agreed to look at Change Management Policy.
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| **05/17/08** | **Locality Partnership Forums (LPF):** |  |
|  | Staffordshire: |  |
|  | Coventry and Warwickshire: |  |
|  | West Mercia: |  |
|  | Birmingham and Black Country: |  |
|  | Emergency Operations Centre: |  |
|  | Patient Transport Service: |  |
|  | Papers 8e and 8ei were presented. The Group agreed that there was nothing of particular note in the above. |  |
|  | **Resolved:** |  |
|  | 1. That the contents of the papers be received and noted.
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| **05/17/09** | **Staff Survey Responses** |  |
|  | Papers 9 to 9b were presented. |  |
|  | **Resolved:** |  |
|  | 1. That the contents of the paper be received and noted.
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| **05/17/10** | **Information Documents** |  |
|  | Paper 10 Allocated Leave Rotas protocol. Paper 10a Electronic Claim Form and Paper 10b Payroll process. |  |
|  | **Resolved:** |  |
|  | 1. That the paper be received and noted.
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| **05/17/11** | **Agreements reached to increase the link between Education and Fleet to reduce vehicle collisions:** |  |
|  | Meetings for the Vehicle Action Group are well attended and ongoing. Nathan Hudson confirmed that a risk assessment has been carried out, which came out as a high red. This does not give a true reflection so need to get the balance right to take into account the 20 million miles travelled each year and the number of collisions.  |  |
|  | **Resolved:** |  |
|  | 1. To remain an ongoing action for this group.
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| **05/17/12** | **Any Other Urgent Business:**A list was provided by Staffside as follows:Secondments EOC – already covered in the actions section above.Meal breaks – Misuse of Policy: The Group discussed the timing and location of meal breaks and the daily challenges faced with giving staff meal breaks at hubs away from their own base. More awareness and give and take needed with controllers and crews.Overtime and double paramedic crews / moving to hubs to crew up: It had been agreed at LPF 4-5 years ago that anyone coming in on overtime would not be split. Will try not to put double paramedic crews on overtime, rather paramedic and technician. No double technician crews. Most areas are doing this routinely for cost awareness however will not turn down crews if we need the cover. There are 104 paramedics qualifying in August, which will take us to paramedic on every vehicle. Open communications to staff via managers.End of shift crews finishing back on own stations: The group discussed and acknowledged that this can be an issue in Shropshire as so spread out. Will be improved when new ASO teams in situ. Further work required to draw up guidance and consider 14 hour shifts and end of shift tasking. **Action:** Jeremy Brown.Working Time Directive – rationale on banning overtime when opted out:There are a few members of staff who have breached the working time directive. Staff can opt out in writing to the Trust. The Trust has a duty of care and welfare to staff in delivery of best care for patients so this will be monitored via Finance – payroll showing overtime each month and flags within the system. Managers can then have a conversation with the member of staff concerned. Stoke Hub – lack of consultation:Issues discussed around a wall which needed to be moved at Stoke and further consultation on how available space is fully utilised. Pete Tansey had not been invited to attend site meetings to represent staff views. Nick Henry and Pete Tansey to pick up outside of this meeting.Stuart Gardner asked the Chair if there are any further redundancies planned at the moment. Nathan Hudson responded that not to his knowledge at the present time.Steve Thompson asked if there was any work on scoping? Nathan Hudson replied that CIPS were to be signed off and would inform the group as soon as he knows anything further.The Chair closed the meeting at 1600 hours. | **Jeremy Brown** |
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| **05/17/13** | **Date and time of the next meeting:****7th June 2017, The Academy Board Room** |  |

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