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| Minutes of the Meeting of the Regional Partnership Forum (RPF) held on Wednesday 16th January 2019 at The Academy |
|  | **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 |
|  | Alison Walker | AW | 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 | Kieron Ward – GMB |
|  | Kevin Blower | KB | Alan Randell – UNITE |
|  | Dr Chaitra Hodegere | CH | Lisa Darby – GMB |
|  |  |  | Steve Thompson – UNITE |
|  |  |  | Ian Oxford – UNITE |
|  |  |  | Adrian Ross – UNITE FTO |
|  |  |  | Stuart Richards– GMB FTO |
|  |  |  | Chanel Camilleri-Willis – UNISON FTO |
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|  | **In attendance:** |  |  |
|  | **Secretariat:** | SW | HR Admin Assistant |
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| **ITEM** | **RPF Meeting**  | **ACTION** |
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| **01/19/01** | **Apologies:** Dr Chaitra Hodegere, Nick Henry, Murray MacGregor, Diane Scott, Linda Millinchamp, Alison Walker, Craig Cooke, Mark Doherty, Peter Green, Reena Farrington, Ian Burness, Stuart Richards, Chanel Camilleri-Willis |  |
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| **01/19/02** | **Notes of the last meeting on: 5th December 2018** |  |
|  | The minutes of the meeting held on 5th December 2018 were submitted. |  |
|  | **Agreed:** The Minutes of the RPF on 5th December were agreed as an accurate record with the exception of:Page 4**Apprentice Probationary Periods ~** Staff side queried the 6-month probationary period for apprentice who have been successful in obtaining a substantive post and the requirement for a further 6 month probationary period when they have already completed 12 months with the Trust. Probationary periods for retire and return staff was also questioned. KN agreed to look into. **NEW ACTION** Page 5 **Future meeting dates ~** Staff side noted that February’s meeting date missing from list. CB confirmed the next meeting was scheduled for 28 February. | **Kim Nurse** |
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| **01/19/03** | **Action Log – Matters arising:** |  |
|  | 1. **Trade Union Facility Regulations** – Awaiting meeting date. ST requested AR inclusion at meeting. KN agreed.

Action ongoing.  | **Kim Nurse** |
|  | 1. **Auto Rostering** - NH noted an updated from Nick Henry confirming that an article had been placed in weekly briefing. NH also stated that the auto rostering was currently in testing and that the rosters would be planned 6 weeks in advance. NH confirmed that with regards to the unsocial hours, this project stream had been picked up to ensure that unsocial hours are equal for all members of staff on section 2.

Action ongoing.  | **Nick Henry** |
|  | 1. **Rank Markings and Structure** - No update at present. Uniform meeting to take place on 24 January 19. Action Ongoing.
 | **Nick Henry** |
|  | 1. **Freedom to Speak up Process** – Meeting arranged for 23 January 19 with ACM. KN noted that had a guidance document and would share with the group. Action ongoing.
 | **Diane Scott** |
|  | 1. **WMAS 54s** –NH confirmed update from Nick Henry that the EPR is now complete region wide.

Action closed  |  |
|  | 1. **Out of Area Work** – Staff side noted that no information had been received from JB. NH stated the various Hospital issues around the region and the impact that this is having on Staff during the winter pressures period. Discussions noted that our staffing levels had been good. Diverts to other Hospitals were noted by the group. Staff side noted the Gold report which shows the pressures and gives an understanding of what has happened during a shift. Management agreed however noted that this could not be distributed out due to confidentiality issues. Discussions also highlighted different hospitals taking certain patients, Redditch was noted.

Action ongoing | **Jeremy Brown** |
|  | 1. **IT on Hubs** – No further update. Staff side noted the requirement for future proofing the systems, particularly the Wi-Fi connections. Management agreed.

Action ongoing for update only. | **Nathan Hudson** |
|  | 1. **CPD Events** - Action closed.
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|  | 1. **DOS** – JB confirmed to the group that the DOS was accurate and all up to date. Action closed.
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|  | 1. **Summer Uniform** - Uniform working group meeting planned for 24th January 2019. Update next meeting.
 | **Nick Henry** |
|  | 1. **Bus Lanes** – MB confirmed that a further meeting had been arranged for 2 weeks’ time. Status quo remains. MB to update at the next meeting. Action ongoing
 | **Michelle Brotherton** |
|  | 1. **Cardiac Arrest EPRF Process** - Action passed to Jason Wiles.
 | **Nathan Hudson** |
|  | 1. **Payroll overruling management decisions** – NH confirmed that this has been resolved at the GRS meeting and further meeting had been scheduled.

Staff side noted the issue of **pension contributions** being affected due to increases in unsocial hours pushing staff over the threshold and into the higher brackets. KN noted that there was a consultation in progress for revised pension rates and the details would be uploaded to the intranet. **NEW ACTION** | **Kim Nurse** |
|  | 1. Action complete
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|  | 1. EPRF – Screen protectors and straps – NH confirmed that the screen protectors would be attached to all the new EPRFs. The issue regarding the straps was still ongoing.
 | **Nathan Hudson** |
|  | 1. CFRs 5 miles from there base but we are getting told they get jobs after arriving at a job and then they are being sent another 5 miles – JB confirmed that a further instruction had been sent out to Control. JB also noted that CFR activation had decreased. Action closed
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|  | 1. O2 masks being bent and shortage off paediatric probes. – NH confirmed that the waiting for update from Euan, will update accordingly. NH noted that any issues should be reported on a WMAS54.
 | **Nick Henry**  |
|  | 1. Police response to body’s – Item carried forward to next meeting.
 | **Nathan Hudson** |
| **01/19/04** | **Grievance / Policy Adherence** |  |
|  | As Paper 4 tabled.Staff side noted another grievance not on the list. CB established the matter was resolved – staff side were updated directly outside of meeting. |  |
| **01/19/05** | **Director Updates as required** |  |
|  | Kim Nurse – Workforce and OD:* Flu programme has gone well. Achieved 75% CQUIN target.
* Sizable student paramedic recruitment for next year. Approx. 368. Discussions followed from Staff side with regards to where these staff will go, with concerns noted that the hubs are already overcrowded. Staff side noted that car parking at certain times of the day was a Health, Safety and risk issue and future proofing had been raised when the hubs were first introduced. KN noted attrition and also the requirement for sufficient resources. KN also confirmed that work was being undertaken for where we need staff and skill mixes. It was also noted that only applicants with degrees would be appointed from 2021.
* An advert for a new Physiotherapist has gone out to replace Mandy Ingleby.
* Advert being prepared for 2 internal psychotherapist, 22.5 hours each to help support staff.
* Following discussions at Health, Safety and Risk Meeting, will be implementing bare below the elbow practices. Therefore, will not be able to wear wrist watches. For existing staff, a watch for belt will be provided. Staff side asked for some input.
* Brexit – Work settlement status for EU nationals. Currently preparing materials for staff to help support them with their applications. Approval received that the Trust will pay for members of staff application fee. A letter will go to staff with a named HR Advisor for advice.

Michelle Brotherton – PTS:* Formal notification of PTS Worcester contract termination in April 2020.
* Cheshire – Mobilisation meetings taking place. Procuring additional Fleet and 2 new sites. Recruitment ongoing.
* PAN Birmingham - Contract meeting next 2 weeks –
* Dudley and Wolverhampton – Contract ends in October 2019. Formally asked to extend. Proposal to be discussed.
* Recruitment ongoing
* Majority of KPIs being met on the contracts. Overall performance is strong
* Flu campaign, PDR and Mandatory Training - going well
* Concerns raised at Gravelly – Estates and Risk to meet next week.
* John Pepper – Retiring and returning

NH noted a well done to MB ST asked if there was an update on Warwick. MB confirmed that there was no update at present. Kevin Blower – Finance* On target for end of year
* Less additional income due to activity
* Financial targets on course to be met
* Preparing budgets for 2019/20
* E&U contract

Jeremy Brown – EOC* Winter pressures showed that staffing levels have been good in EOC
* Sickness has been low
* Activity still high

Nathan Hudson – Operations* Increase in activity compared to last year
* External pressures – 900-hour hospital delays in January
* Sickness 3.84% for December. 3.03% YTD
* Training on track
* Estates issues raised at SMT – Parking and Lockers
* CTM numbers increasing. Advert in weekly briefing
* Manager presence over Christmas
* Clinical Updates – Programme for next year to be added to weekly briefing. **NEW ACTION**
* Mental health - Looking after each other and manager training for supporting staff. KN noted that Mental Health First Aid Courses were available.
 | **Kim Nurse** |
| **01/19/06** | **For Information: Policies and Procedures** |  |
|  | No policies submitted. |  |
| **01/19/07** | **Locality Partnership Forums:** |  |
|  | The LPF papers were received and noted. |  |
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| **01/19/08** | **Any Other Business** |  |
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| **1** | **JRCALC books being taken off staff**Staff side raised the issues relating to the removal of the JRCALC books from staff.NH stated that following evidence of out of date books, the request to remove books from staff was initiated . NH apologised that this had caused issues, and this would cease. However, NH noted that a notice would go out informing staff that it is their responsibility, in line with HCPC guidelines, to ensure that they are fully up to date with the latest JRCALC updates and the notice would also promote the use of the App. Staff side asked if the books which had been collected in could be returned. NH agreed. Staff side also noted that the JRCALCs usability on the EPRF isn’t great and mobile phones are not allowed in prisons. | **Nathan Hudson** |
| **2** | **Mental Health within Workforce**Staff side raised the issue of new staff being appointed with mental health issues. NH felt that this was a society issue and the demographics of new staff starting with us. NH noted the importance of supporting staff and confirmed that there was a lot of resources available to staff. It was noted that people react to situations in different ways and not all mental health issues are related to work. Staff side asked about the medical clearance we receive. CB confirmed that we cannot not appoint someone if they are cleared fit for the role. Staff side asked when the advert for the psychotherapists would be going out. KN noted hopefully in the next few weeks and confirmed that the advert would be for 2 part time staff. |  |
| **3** | **Operations Managers being forced off their existing rosters**Staff side noted the plan to change the Operations Managers rosters and the impact this has on family commitments etc. A meeting was requested to discuss. NH confirmed that around 70% of the Operations Managers were already working to the proposed rosters. NH agreed to set up meeting to discuss with staff side. | **Nathan Hudson** |
| **4** | **Crews being questioned regarding hospital destinations**Staff side noted a case whereby the crew were questioned regarding taking a patient to a particular hospital, when the difference in distance is minimal and the patient has been treated there before. NH confirmed that the patient should be taken to the nearest Acute unless an agreed pathway is in place for that patient.  |  |
| **5** | **Crews being taken off the road for complete shifts to cohort hospital patients**Staff side raised the issue of Paramedic and Technician crews being asked to cohort at hospitals. The crew are required to take their breaks separately, so the Technician would be alone. Staff side noted that this is no different to a HALO, but Technicians do not meet the criteria to apply for this role. NH confirmed that this practice would cease.  |  |
| **6** | **Update on Estates**Staff side requested an update on Estates. Simon Lewis to be invited to next meeting. | **Kim Nurse** |
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| **01/19/09** | **Date and time of the next meeting:****Pre-Meetings at 1200 hours. RPF Joint Meeting at 1300 hours**~~29~~~~th~~ ~~March 2018~~ ~~9~~~~th~~ ~~May 2018~~ ~~18~~~~th~~ ~~June 2018~~ ~~1~~~~st~~ ~~August 2018 – David Lloyd Club, Brierley Hill, DY5 3YP~~ ~~12~~~~th~~ ~~September 2018 - Kidderminster Harriers, Aggborough, DY10 1NB~~~~24~~~~th~~ ~~October – David Lloyd Club~~~~5~~~~th~~ ~~December – David Lloyd Club~~~~16~~~~th~~ ~~January 2019~~28th February 20192nd April 2019 |  |
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Chair………………………………. Dated…………………………………