

Local Partnership Forum

Minutes

Thursday 24 November at 10:00 hours

Warwick Hub

Present:	N Henry	General Manager
	A Watkins	Area Manager North
	M Scott	Area Manager South
	N Wells	Asst Area Manager
	S Bhambra-Thompson	HR Manager
	A Parfrey	H& S Manager
	S Thompson	Staff Side
	I Oxford	Staff Side
	M Kimberley	Staff Side
	P Clarke	Staff Side
	P Collier	Staff Side
	S Hampson	Staff Side EOC
	S Heeks	Staffs Rep

In Attendance Dayal Dihman HR Advisor

Secretariat M Large PA to General Manager

Item	Description	Action
1	Apologies – Staff Side – JC, SW, AG	
2	Minutes of last meeting – 27.10.16 <ul style="list-style-type: none"> • Approved as a true and accurate record 	
3	Actions – previous meeting 22.9.16 <ul style="list-style-type: none"> • Office Door closure – email sent to all staff completed • Cutlery all ordered - perhaps looking at having dishwasher from charitable funds 	
Trade Union Business		
4	Toil <ul style="list-style-type: none"> • Concerns raised again over the toil and how it is managed. Staff side would like it back to how it was but from a trust perspective and across the division will be managed in the same way – proposals were put forward to leave as is till end of financial year i.e. 31.03.17. Staff want assurance that this issue needs to be sorted as soon as possible. Meeting needs to be arranged and structured around hours and balance of toil – possibility of ballot regarding break options. Staff side have requested information for Hereford & Worcester re what they do in their area. 	

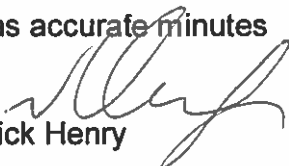
5	EOC/Mealbreaks <ul style="list-style-type: none"> Growing trend and concerns for staff EOC trying to put staff on meal breaks late on their shift i.e. 1 – 2 hours at the end – according to A4C this should not be happening – EOC should not be imposing breaks on staff. NH to speak to AG – NH and managers will look at allocations from a local level 	NH
6	End of Shift tasking <ul style="list-style-type: none"> Information that management are presently looking at is data from Sept 2015 and Sept 2016 seems no better or worse - also issues with cross border working within the trust. 	
7	Flu Jobs <ul style="list-style-type: none"> Staff side have raised concerns in regard to staff being contacted and requested no further contact to be made by telephone 	
8	Vehicle No's/Allocation <ul style="list-style-type: none"> IO raised the issues of no vehicles being available for staff coming on shift. Concerns were raised that the hub will not be able to cope with these challenges which have been caused by end of shift over runs and VORs NH advised that 16-19 December there will be 28 new vehicles across the divisions coming into the trust. Division needs to manage VORs and work with fleet. 	
9	AFA's <ul style="list-style-type: none"> Three people have been offered the job, with 1 starting late November and 1 starting early December with more assessments taking place over coming weeks so looking forward into New Year should be all sorted 	
10	ARP <ul style="list-style-type: none"> Problems with the constant bleeping and this has been due to the update has been looked at 	
Management Raised Business		
11	Owed Hours/Balance <ul style="list-style-type: none"> Staff will start to be contacted and plan put in place- management will work with staff 	
12	Payslips <ul style="list-style-type: none"> NH will pick up the payslips 	
13	LPF Meetings <ul style="list-style-type: none"> Moving forward as a division – NH proposed to bring in line with other divisions from January and have 1 meeting for Staffordshire and Arden on 1 day – Meetings to be held at Stoke or Coventry on alternative months. Decembers meeting to be cancelled and the new dates set from January to fall in line with RPF 	ML
Standing Items		
14	Items to be sent to RPF <ul style="list-style-type: none"> Mealbreaks End of Shift tasking 	
15	Health and Safety issues <ul style="list-style-type: none"> Reports being sent out to H&S staff side Quarterly walk round dates to be circulated to Reps 	AP
16	Update on Regional Workstreams <ul style="list-style-type: none"> 4x4 training video – agreed at RPF not to use At RPF trust agreed to reduce Day 2 training to 8 hours but this 	

	<p>has not happened</p> <ul style="list-style-type: none"> • Concerns raised re CFRs attending certain types of jobs • Asbestos checks at Bodmin Road were not done before they moved in AP to obtain update from Les Smith • Silent dispatch raised again • Uniform – all grads have got uniform awaiting the container should all be processed by end of month and the situation should improve • Zolls – issues with Zolls being damaged as well and also EPRs – when these are damaged or broke needs to be reported asap 	AP
17	<p>AOB</p> <ul style="list-style-type: none"> • EPR usage going well 92% Coventry 93% Staffs – S Heeks to email NH with any issues why EPR not being used • Vehicle accidents increasing at the moment – staff need to stay safe and be alert numbers at over 47 per month • Snagging lists for new vehicles ongoing – i.e. manual handling kit in wrong place 	SH

Agreed as accurate minutes

Chair

Nick Henry



Date

26th Jan 2017