

**TITLE OF MEETING:** Local Partnership Forum

Minutes of the LPF held on Wednesday 14<sup>th</sup> September 2016 at Tollgate

<b>Membership:</b>	Mr N Henry (Chair)	NH	General Manager Staffs & Arden
	Mr D Jenkins	DJ	Assistant General Manager
	Mrs S K Bhambra – Thompson	SKB	HR Manager, Staffordshire & Arden
	Miss M Kelly	MK	Area Manager, Lichfield
	Mr John Vernon	JV	Area Manager, Stafford
	Mr Sean Coleman	SC	Area Manager, Stoke
	Mr A Gibson	AG	EOC Commander
	Mr A Parfrey	AP	Risk & Safety Manager
	Mr R Brandick	RB	Unison representative
	Mr I Burness	IB	Unison representative
	Mr J Carroll	JC	Unison representative
	Ms L Darby	LD	GMB representative
	Mr S Wright	SW	GMB representative
	Mr S Heeks	SH	Unison representative
	Mr H Lainton	HL	Unison representative
	Mr D Mitchell	DM	GMB representative
	Mr A Oakley	AO	Unison representative
	Mr M Robinson	MR	Unison representative
	Mr S Smith	SS	Unison representative
	Mr P Tansey	PT	GMB representative
<b>In attendance:</b>	Mr S Thompson	ST	UNITE representative
	Mrs G Wilson	GW	Unison representative
	Mr T Arrowsmith	TA	Non-Executive Director
	Mr S Gardner	SG	Regional Staff Side Chair
<b>Secretariat:</b>	Mrs M Kaur		

All attendees to this meeting must be aware that access may be given to all minutes and associated documents under the Freedom of Information Act 2000.

**Agenda Items:**

No	Description	Action
12.10.16 - 01	Apologies PT, DM, GW, ST, SG	
12.10.16 - 02	Minutes of last meeting – 14 <sup>th</sup> September 2016 The minutes were approved as a true and accurate record with the addition of a comment which HL which had been omitted by error.	

<p>12.10.16 - 03</p>	<p>Matters Arising</p> <p><b>Shorelines</b> – DJ had confirmed previously that Simon Lewis had confirmed that there were now only a few outstanding at Stoke without Autosafe and that this would be rectified in next 2 weeks. DJ reported that this should now have resolved and that he was now awaiting confirmation from A Ahir for the remaining ones at Stoke. DJ to update membership.</p> <p><b>EIRF</b> – DJ reported as per the previous action, A Parfrey (AP) attended SMT, and he went through the ER54 reporting process. Staff side requested whether AP could attend LPF to go through the reporting process. DJ stated that he would email AP.</p> <p><b>Leek</b> – At a previous meeting, PT had asked whether there was a date for further meetings with the councillors, DJ had advised that the meeting with staff was scheduled for 13<sup>th</sup> Oct and that he was not aware of any further council meeting. The staff meeting was cancelled and to be re arranged, action to be carried forward to the next meeting.</p> <p><b>EOS tasking</b> – An action for EOS tasking was for data to be reviewed. DJ had stated that the data would be reviewed at the end of August. The action was then carried forward. DJ stated that regionally EOS tasking had been reviewed with senior staff side and J Brown (JB). DJ stated that once he had the information that this would be shared.</p> <p><b>Police CS spray</b> – This action was complete and DJ had sent the information to JC and PT.</p> <p><b>H&amp;S reps not informed of incidents</b> – DJ reported that he had spoken with Matt Brown, and confirmed that this process would be picked up and he asked for list of the H&amp;S representatives. Action now completed as staff side provided a list of the H&amp;S representatives during the meeting. DJ to send names to M Brown.</p> <p><b>Issues at hospital</b> – In regard to the issues relating to nurses being able to see staff pin numbers on the ECS, DJ reported that he had requested the EPRF project to pick this up, but would follow this up and report back. DJ also stated that he would discuss a similar system to that used at the QE. DJ also advised that he had spoken to P Baker (Project lead) and that he would be discussing this with the provider, to see whether there was anything that could be done regarding the pin details. DJ to update.</p> <p><b>Crew issues</b> – An action from a previous meeting was for HL to provide details to the management team in regard to the case where a crew were refused for 6 hours to replace diazemuls. HL advised that he was unable to obtain the details in regard to this incident. NH stresses the importance that should this situation occur that EOC are informed asap and then they would endeavour to get the crew back at the earliest opportunity.</p> <p><b>Police passing jobs</b> – At a previous meeting staff side reported a concern that police were passing jobs to the ambulance service</p>	<p>DJ</p> <p>DJ</p> <p>DJ</p> <p>DJ</p> <p></p> <p>DJ</p> <p></p> <p>DJ &amp; PB</p>
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	<p><b>EOC issues</b> – Action complete.</p> <p><b>Signalling vehicles back</b> - IB raised an H&amp;S concern in regard to the training that had been delivered relating to signalling vehicles back. DJ advised that this was completed as part of the training.</p> <p><b>Mutual shift swaps</b> – Staff side raised concerns that shift swaps were impossible to arrange, as staff were being told that they had to be like for like, which made things difficult especially for ECA's MK stated that a Technician could swap with an ECA and vice versa. MK stated that this was about having the correct skill mix on an ambulance. DJ agreed and stated that mutual swaps were fine as long as the skill mix of the vehicle was not affected.</p> <p><b>Student Paramedics &amp; university paramedics undertaking intubation</b> – ST raised a concern that these groups of staff do not have pin numbers, and were completing this under the guise and licence of the paramedic. ST stated that this would be raised at quality governance and report back. NH advised that this was being reviewed by JR and A Trimbee.</p>	
<b>Trade Union Business</b>		
12.10.16 - 04	<p><b>Seating at Stoke</b> Staff side reported there was limited seating at Stoke. NH stated that the training room was being utilised and therefore, this could not be used for staff. NH stated that local management and staff side needed to monitor how regular this was occurring.</p>	Mgt & staff side
12.10.16 - 05	<p><b>4x4 vehicles</b> JC stated that at RPF it was stated that 4x4 was only to be used as a last resort and not on a regular basis. The concern was that the utilisation of the 4X4 had increased at Stoke. There was general discussion and it was also stated that the 4x4 was there for training as well.</p>	
12.10.16 - 06	<p><b>Flu Vaccinations</b> Staff side queried that following the flu vaccination that they would receive a £20 voucher. SKB confirmed that this was correct and that following the vaccination the voucher would be issued either at station or through workforce. She also added that if staff had the vaccination externally then the voucher could still be claimed as long as a receipt was provided.</p>	
12.10.16 - 07	<p><b>Safeguarding referrals made via MP</b> SW raised concerns where a safeguarding referral had been completed remotely by MP. NH asked for details in regard to the case number, he added that once we had this then this would be looked into. DJ will follow up and report back.</p>	DJ
12.10.16 - 08	<p><b>£5 off station break</b> Staff side questioned whether the £5 off station break was taxable. SKB stated that she had confirmed with Payroll that this was tax free. NH added that a meeting had taken place with L Millinchamp and K Nurse to discuss how all expenses can be incorporated into one program and all automated. This was an ongoing process.</p>	

12.10.16 - 09	<p><b>Brew truck @ Stoke removed</b></p> <p>Staff side stated there has previously been 'brew truck/facilities' at Stoke where staff were able to get a hot drink out of the HALO'S vehicle. They added that this facility had recently been removed. NH stated this needed to be reviewed as the set up did not appear professional when these facilities were in the public view. Staff side explained they were refused access to Hospital facilities. NH stated he would review this with local management and look at some possibilities on how it can be resolved by possibly approaching the Hospital.</p>	NH/DJ/SC
12.10.16 - 10	<p><b>No facilities for Lichfield staff</b></p> <p>IB reported that staff side at Lichfield were having the same problem on gaining access to hospital facilities to make a drink. DJ stated staff could access a drink machines at every hospital even if they could not access hot water. Again NH stated he would review this with local management and look at some possibilities on how it can be resolved by possibly approaching the Hospital.</p>	NH/DJ/MK
12.10.16 - 11	<p><b>Distances to jobs (south staffs)</b></p> <p>IB questioned why crews were being sent on lengthier distances of travel, especially when there could be a nearer resource which is passed on route. AG replied that when the job is reported the next available resource is sent irrespective of where the location might be. General discussion occurred and AG stated that he was happy to look into any cases where this had arisen.</p>	
12.10.16 - 12	<p><b>Turnaround times at RSUH</b></p> <p>DJ confirmed RSUH had a high turnaround times and was always in the green. He added that this was managed very well and that Staffordshire did very well and was leading the way in turnaround times.</p>	
12.10.16 - 13	<p><b>New Pac training</b></p> <p>HL stated that in regard to the New Pac 3100 + there were some faults with the machine as the settings effected the machines as the settings were different. DJ confirmed there was a clinical notice in the weekly briefing on how to use it. HL stated that very few people had had training on this and had not gained competence to use it. DJ agreed the clinical notice can be placed at Hubs and put up in ambulances so staff are aware how it operates.</p>	DJ
12.10.16 - 13	<p><b>Part time staff</b></p> <p>JC stated that part time staff were being paid differently. SKB replied again that when weekly/monthly working hours had been booked in then any extra could go into overtime (@ plain time) or TOIL.</p>	
12.10.16 - 14	<p><b>Update on police passing jobs</b></p> <p>DJ stated that a meeting would be arranged between the police and AG to discuss the passing of jobs and who was accountable for what. AG stated the police had a right to decline their presence if there was not sufficient evidence for them to attend a scene. AG continued to say there needed to be specific incidents of this</p>	

	occurring for us to have quantifiable evidence which would prove our argument of them declining.	
12.10.16 - 15	<p><b>Diagnostic &amp; Function test/mental Health jobs</b></p> <p>Staff side queried who was responsible for a patient that walked off and refused assistance. DJ explained that there needed to be a procedure in place that all staff adhered to when this occurred. DJ stated that he would forward this concern onto Rob Cole and will await feedback.</p>	DJ
<b>Management Raised Business</b>		
12.10.16 - 16	<p><b>Closure of Lichfield, Newcastle &amp; Tunstall cars</b></p> <p>DJ stated there would be further closures of car schemes which would include Lichfield, Newcastle and Tunstall cars. He added that this would take place at the end of this month. He went on to state that Uttoxeter was currently still under discussion, and that Cheadle would be converted into a washroom with restroom facilities.</p> <p>He also advised that no dates have been confirmed yet and that he would update at the next meeting. Staff side questioned whether there would be an increase ambulance provision and DJ replied that ambulances would be monitored and possibly that these could be utilised from other areas.</p>	DJ
12.10.16 - 17	<p><b>Issues to be send to Regional Partnership Forum</b></p> <ul style="list-style-type: none"> <li>• There were no issues to be taken to RPF</li> </ul>	
12.10.16 - 18	<p><b>Health &amp; Safety Issues</b></p> <ul style="list-style-type: none"> <li>• Other than those discussed there were no further issues raised</li> </ul>	
12.10.16 - 19	<p><b>Update on regional work streams</b></p> <ul style="list-style-type: none"> <li>• No detail to add</li> </ul>	
12.10.16 - 20	<p><b>Estates</b></p> <ul style="list-style-type: none"> <li>• Other than those discussed there were no further issues raised</li> </ul>	
12.10.16 - 21	<p><b>AOB</b></p> <p><b>New Stoke Hub</b> – JC asked whether the new Stoke Hub would be leased or purchased. DJ replied that it would be leased as all other Hubs.</p>	
12.10.16 - 22	<p><b>Date of next meeting</b></p> <p>Friday 4<sup>th</sup> November 2016 @ Tollgate</p> <p>Thursday 15<sup>th</sup> December 2016 @ Tollgate</p>	