

****

**TITLE OF MEETING: Local Partnership Forum**

Minutes of the LPF held on Wednesday 14th September 2016 at Tollgate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Membership: | Mr N Henry (Chair)  Mr D Jenkins | NH  DJ | General Manager Staffs & Arden  Assistant General Manager |  |  |  |
| In attendance: | Mrs S K Bhambra – Thompson  Mr A Gibson  Mr A Parfrey  Mr R Brandick  Mr I Burness  Mr J Carroll  Ms L Darby  Mr S Wright  Mr S Heeks  Mr H Lainton  Mr D Mitchell  Mr A Oakley  Mr M Robinson  Mr S Smith  Mr P Tansey  Mr S Thompson  Mrs G Wilson  Mrs Janet Dodd | SKB  AG  AP  RB  IB  JC  LD  SW  SH  HL  DM  AO  MR  SS  PT  ST  GW  JD | HR Manager, Staffordshire & Arden  EOC Commander  Risk & Safety Manager  Unison representative  Unison representative  Unison representative  GMB representative  GMB representative  Unison representative  Unison representative  GMB representative  Unison representative  Unison representative  Unison representative  GMB representative  UNITE representative  Unison representative  GMB representative |  |  |  |
|  | Mr S Gardner  Mr T Arrowsmith | SG | Regional Staff Side Chair |  |  |  |
|  |  |  |  |  |  |  |
| Secretariat: |
|  | S K Bhambra-Thompson |  |  |  |  |  |

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Action** |
| 14.09.16 - 01 | Apologies – NH, TA, PT, DM, SG |  |
| 14.09.16 - 02 | Minutes of last meeting – 10th August 2016. The minutes were approved as a true and accurate record with a few grammatical corrections. |  |
| 14.09.16 - 03 | **Matters Arising**  **Shorelines** – DJ reported that he had met with SL, the action log had been completed. DJ to follow up with SL and then liaise with Staff side. Simon Lewis confirmed only a few remaining at Stoke without Autosafe will be rectified in next 2 weeks.  **TOIL** – The issue of TOIL was outstanding, however, there was regional agreement that this needed to be resolved by October 16. DJ reported that a regional meeting had been arranged for 19/10 and that he would update at the next meeting.  **EIRF** – DJ stated that reporting had improved with EIRF. He added that A Parfrey (AP) was due to attend SMT next week, and that he would go through the 54 reporting process, DJ also stated that he would ask AP to attend and LPF as well. AP attended SMT provided overview to managers better understanding of system date to be confirmed for LPF.  **Leek** – At the last meeting, PT asked whether there was a date for further meetings with the councillors, DJ stated that a further meeting was to be arranged. DJ to update PT. Meeting with staff 13th OCT not aware of any further council meeting.  **EOS tasking** – DJ asked whether there had been any feedback, PT stated that some staff stated that workload had increased and some said that it had decreased. MR suggested that from a staff point of view they had thought that it would deceased however, it may be too early to tell at present. DJ stated they the data would be reviewed at the end of August. Action to be carried forward and MK to send DJ end of shift data.  **Police CS spray** – DJ reported that the Police had been contacted in regard to this and the use of this spray had been confirmed. DJ stated that once he had the information he would share this. DJ reported that an email had been sent to JC and PT covering all aspects.    **H&S reps not informed of incidents** – 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&S representatives.  **Lack of seats at stand by** – At the last meeting DJ was to review the seating at some sites. DJ reported that he believed that this had been resolved. However, DJ requested that if there were any sites where any furniture or IT equipment was needed, then to advise him accordingly and he would resolve this.  **Issues at hospital** – In regard to the issues relating to nurses being able to see staff pin numbers on the ECS, this action was to be carried forward. DJ reported that he had requested the EPRF project to pick this up, but would follow this up and report back at the next meeting. DJ also stated that he would discuss a similar system to that used at the QE. He added that he would formulate the process and send to the membership.  **Crew issues** – HL to provide the details to the management team in regard to the case where a crew were refused for 6 hours to replace diazemuls. This action remains outstanding, HL to provide details. | DJ  DJ  DJ  MK & DJ  DJ  Staff side  Staff side  DJ  DJ  HL |
|  | **Any other business**  **Police passing jobs** – Staff side reported a concern that police were passing jobs to the ambulance service and then not attending the job themselves.  DJ stated that he would be attending a meeting with A Gibson and the police in regard to this. DJ reported that the meeting scheduled for the 12th September 16 was cancelled, he reported that a further meeting was being arranged and that this would then be raised. DJ to report at the next meeting.    **Toil** – GW was to provide further details where a member of staff had requested TOIL, they were asked what the reason for the TOIL was and then it was refused because of the reason that it was requested. Action complete as GW provided the details. There was then some general discussion in regard to Managers requesting further details and it was stated that at times Managers may need more information, especially if TOIL was requested at short notice.  **Diazemuls** – At the previous meeting Staff side had sought clarification in regard to whether diazemuls were a rescue drug. DJ stated that he had sought clarification from S Edwards in terms of medicine management, and confirmed that he had an update and would forward these details to the membership. DJ reported that this action was completed.  **Managers not attending** **Hub meetings** – At the previous meeting Staff side raised concerns that managers were not attending Hub meetings. SH had emailed the management team. DJ reported that going forward we needed to work together to arrange the meeting dates and these would also be details in the weekly briefing. DJ reported that this action was complete.  **Seats at standby** – This item was discussed as part of the main meeting. Staff side also raised a concern that more resources were being sent to stand by points than the seating available. DJ stated that more information was needed in regard to particular times when this occurred and then this could be raised with EOC. Staff side to give dates of when this had occurred.  **4 x 4** – At the last meeting SH raised a concern that some crews, although not refusing, were commenting that the 4x4 vehicles were unsuitable or not fit for purpose. The main issue related to the fact that the training was only 2 hours, and staff did not feel that they were safe to go off road. DJ stated that an assessment had taken place on the 13/9 but no update had been reported as yet. DJ stated that he would update the membership in regard to this at the next meeting.  **Picnic tables** – Staff side queried when the picnic tables would be available, as benches had appeared but no tables. Action complete, DJ reported that this action was complete and that these had been ordered. There was then some discussion in regard to where they should be place on the Tollgate site. There was general consensus on where they would be placed.  **Drug room access for HDU** – At the previous meeting Staff side had reported that staff were having to let HDU paramedic’s access to drugs cupboard. DJ stated that the staff group needed to raise this concern with their management team. Action complete – DJ also stated that E Connell (EC) had also been asked for input. HD managers to specify individuals to be passed to EC.  **Pals interview** – PT raised a concern in relation the PALS process, where staff were being asked to complete a general report before being given information. DJ explained that this was dependant on the actual concern that had been raised. DJ agreed to speak with PT after the meeting. This action was completed by DJ with PT.  **Numbers of staff at work Friday night / Saturday** – At the last meeting HL was to give details to DJ. Action complete. There was then some discussion into the number of vehicles were planned on Friday and Saturday nights. DJ stated that the forecast information was provided by the performance cell. | DJ  DJ  Mgt & Staffside  Staff side  DJ |
|  | **Standing items** |  |
| 14.09.16 - 04 | **Issues to be send to Regional Partnership Forum**   * Pin numbers on EPRF, there were big issues at Stoke in relation to this because hospital staff could see the numbers. Staff side stated that although DJ was raising issues with the EPRF project group that it was important to raise this to whether there were any issues in any other areas of the regional Trust. |  |
| 14.09.16 - 05 | **Health & Safety Issues**   * Other than those discussed there were no further issues raised |  |
| 14.09.16 - 06 | **Update on regional work streams**   * No detail to add |  |
| 14.09.16 - 07 | **Estates**   * Other than those discussed there were no further issues raised |  |
| 14.09.16 - 08 | **Any other business**  **EOC rest room** – GW raised concerns in regard to the EOC rest room and requested an update from DJ relating to any changes at Tollgate. DJ stated that the Tollgate site was being reviewed and that included the whole site. JC asked whether staff side would be involved in these discussions. DJ stated that once he had an update he would update the group.  **Stoke Hub** – Staff side raised concerns in relation the project group for the new Stoke Hub. They went on to state that the last project group was not local, and that local meetings would be better. Staff side also stated that they had suggested some changes to the plans but were advised that nothing could be changed.  ST stated that he was concerned about this, as lessons should have been learnt from previous hub project groups. DJ stated that he would raise this with S Lewis. The next meeting is on the 13th October 2016 at Stafford, DJ stated that he would be present.  **Technician to Paramedic concerns** – LD raised concerns in regard to the fact that a number of Technicians had been through the first stage of assessments. It was felt that they had failed trivial things and they had not been offered a resit. The other concern was that they had been asked to attend remedial training, however, some of the staff were still working on the road before they had had the remedial training. LD also stated that Student Paramedics were given resits.MK stated that this would be discussed with Recruitment.  **Request for Toil** – LD raised a concern in regard to those that were in relationships who were requesting Toil, for example, on public bank holidays. MK stated that this would be looked reviewed at the time, and that other options were available, such as shift swaps, pay backs etc.  **Cleaners at Tollgate** – A concern was raised in regard to the hours that the cleaners at Tollgate were working. Staff side stated that it seemed that this had reduced, adding that bins were not emptied, toilet paper had ran out and over the weekend this made things very difficult. Staff side questioned whether there had been any changes. MK stated that she would contact Churchill would update the group. ST stated that he would raise this at quality governance as well.  **EOC** **issues** – The EOC raised concerns about spare uniform. There was then some discussion in relation to crews being reminded to take spare uniform to work. It was stated that consideration should be given to the fact that some staff did not have lockers, however, as a counter argument, it was stated that staff could leave spare uniform in their car. MK stated that she would request that something was added in the weekly briefing.  **EOC South Warwickshire manning** – GW raised a concern that on the 11/9 there was only one acting ASO on duty covering the Arden. SKB & ST stated that they would raise this with the Coventry Hub Area Manager.  **Signalling vehicles back** - IB raised a H&S concern in regard to the training that had been delivered relating to signalling vehicles back. MK stated this should have been completed as part of the driver training. MK stated that she would email J Rhodes & D Brady in regard to this concern.  **Mutual shift swaps** – 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 she would speak with local managers and would speak with DJ about this for this to be raised at SMT.  MK stated that this was about having the correct skill mix on an ambulance.  **Part time staff** – JC raised concerns in regard to part time staff being treated differently, he stated that they were not being paid overtime until they had completed their contracted hours for the year. Management stated that as long as the member of staff completed their weekly and monthly hours then they would be able to claim additional hours, however, time and a half would only be applicable if they breached full time hours. Management also advised that in the coming months meeting would be arranged with all flexible working staff.  **Senior Clinician** – HL asked who would be the senior clinician in a vehicle, when you had an experienced paramedic and a CTM who had less experience. MK stated that this would be the CTM.  HL stated that there was a case recently where a technician was with the patient on route to hospital and the paramedic was driving. HL added that there was some criticism toward the paramedic that he should have been with the patient. MK stated that this would depend on the patient clinical needs, then the paramedic would need to ensure that they had made a clinical judgement in regard to this and that this was documented.  **Student Paramedics & university paramedics undertaking intubation** – 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.  **Staff survey** – SKB stated that this year the staff survey would be emailed to every member of staff for completion. She added that it was important that this was completed by staff in order for their views to be put forward. She also stated that information would be detailed in the weekly briefing. | DJ  DJ  MK & SKB  MK  ST  MK  SKB & ST  MK  MK  ST |
| 14.09.16 - 09 | **Date of future meetings**  Wednesday 12th October 2016 @ Tollgate  Wednesday 4th November 2016 @ Tollgate  Thursday 15th December 2016 @ Tollgate |  |