



Black Country Staff Side Meeting

Held on Thursday 18th July 2013

0900 hours

Willenhall Hub

Present:

Members:

Nick Henry	NH	General Manager (Chair)
Vickie Whorton	VW	Area Manager – South
Paul Baylis	PB	Area Manager - North
Mark Chapman	MC	Logistics Manager
Neil Ashmore	NA	Staff Side Representative
Sue Robinson	SR	Staff Side Representative
Kieron Ward	KW	Staff Side Representative

Secretariat: Tracy Salliss – Administration (Minutes)

ITEM		ACTION
18.07.01	Apologies – Reena Farrington, Patrick Kelly, Gary Fitzpatrick and Paul Foster	
18.07.02	Meeting Notes from the previous meeting – 13.06.13 Agreed as a true and accurate record.	
18.07.03	Actions from the previous meeting – 13.06.13 All actions up-dated, recorded and circulated on a separate sheet.	
18.07.04	Staff Side On-going Issues <u>Zoll Batteries</u> New process being introduced within the AFA system within the next month or so; NH to check on timescale. <u>ARP Batteries</u> Some are failing whereby some are not charging – NA to report to IT. NH asked NA to ensure that this is reported; NA advised that 1070 was reported to Logistics.	 NH NA

Windscreen

Continue to monitor. IPC are doing some work in regards to the products used

Scheduling

There is currently an Air Conditioning unit on trial in MC's office

CAS Sites

- CCTV has been signed off for all sites that have not already got in place.
- The Delves – has gone through Legals.

Hand Gel Clips

Black Country is the first area to report problems; we will get some other clips.

Trial on TVs

NH will show Staff Side Representatives TVs at Willenhall.

Tyre's

Tony Jones has no reported issues and confirmed that we are not behind on servicing. All tyre's are checked during service. AFAs should be checking; AFAs at Dudley are writing treads on sheets.

Blue Print

NH confirmed this is still to be finalised.

Staff Side New Issues

Rota Changes

This is part of the blue print whereby the construction of new rota's hasn't been completed. There was a rota meeting 15th July 2013 whereby only Pete Green attended; there are few options that are being looked at. NH advised that we do need to ensure that base rota's are correct and then we need to look at how we manage relief.

West Bromwich has had no transformation of any kind and we need to do something; we will meet with staff and go through the options. Due to shortfalls there are a number of staff working nights and weekends, when more staff comes in hopefully this will ease.

Dudley has undergone some changes.

Willenhall have 20-30 staff on temporary secondment positions so we need to look at what they want to do. PB confirmed that all staff in non-substantive positions at Willenhall have been written to; 1-2-1's and station meetings being held.

Timescale – fully aware of not trying to impact staffs plans for Christmas but we need to provide a safe service and not keep returning to discuss further. We need base rota's set whereby there maybe some tweaks required. There is a number of new staff that would like annualised hours.

2 x Staff Reps to be nominated as lead for rota's – Dave Lockley is the nominated Staff Side.

Staff Side

VW advised that she will put up an information board at Dudley.

VW

Overtime

NH advised that the Black Country team are following a directive in regards to the Overtime budget that he has to achieve whereby a portion is allocated to Monday-Friday and a portion is allocated to the weekend and due to this staff are being contacted cancelling overtime next week which is an instruction to get levels correct that have been set by the Trust. We are cancelling circa 300 hours next week Monday-Friday but there is more overtime available on the weekend.

Going forward, shifts will be targeted to match forecast and overtime will be targeted to where it is required, hours of day, levels etc.

The management team has had robust discussions on the impact of the scheduling staff; Staff Side supports the scheduling team and they know that they are only following instructions.

It was confirmed that if and when overtime is available it will be on a fair basis as we are keeping a record of who we have to cancel overtime for next week and if anything changes they will be contacted first. Overtime agreement will be followed.

NA advised that staff is under the impression that overtime will reduce or stop due to new staff coming in.

Contracts

Due to the amount of new staff coming through, contracts will be reviewed within the first 6 months.

There is already a lot of new staff at West Bromwich and there are more new staff going in so we will need to support through trying to get an established CTM to go across.

CTM Days

Traditionally CTM days were held on a leave week but CTM days are appearing on the rotas; NH advised that CTMs are planning in their own CTM days.

CTM books are being changed which we should have in the next couple of weeks

VW & PB to pick up with DA CTM's letters etc.

VW/PB

Bariatric Stretchers

VW advised that there is no space for the bariatric stretcher at Dudley and this is why it is at Willenhall. NH advised that there is no money in order to purchase an additional stretcher and there are 5 in the region.

It is currently with the CEG as there are 4 stretchers in the Trust that are of the new style which is what Black Country have and is a good piece of kit but as a Trust this needs to be evaluated this year for going forward.

Sandwell Hospital

We are not able to use wipes; NA/VW will ask why?

NA/VW

Notices on the notice board are not adequate as there are a lot that relate to AFAs; VW will have a look and see if appropriate.

VW

CAS Sites

It has been reported that staff would like to see VW a lot more especially at Stourbridge; VW advised that CAS meetings are booked and staff are more than welcome to come and see her.

Air Con on Vehicles

It was raised on Tuesday that ASOs will not book a vehicle off the road however if there is an alternative vehicle they will swap. Workshops are working really hard to re-gas vehicles.

AFAs are trying to run vehicles with Air Con on so the vehicle is cool for oncoming crew.

Overtime Payments

Management took this over from Scheduling two months ago however there was an issue recently as both VW and PW were both on holiday at the same time so this wasn't authorised.

SR raised that if claiming minutes that not worked its fraud! There is a process that is being worked on which will be in the weekly brief. VW advised that majority of staff are claiming correctly as if there is a 15 minutes etc. this will be questioned; staff side are trying to get the message across. NH will raise this at the GM's Away Day tomorrow.

NH

Annual Leave

Majority is booked circa 70% however we need staff to book there leave; MC will be writing to staff or put notices up shortly.

Financially we are not in a position to buy back so staff need to book or leave will be allocated for them.

18.07.05	Any Other Business <ul style="list-style-type: none"> • Nothing reported. 	
18.07.05	Date of Next Meeting <ul style="list-style-type: none"> • 22nd August 2013 – 0900 hours @ Willenhall 	

Agreed as accurate minutes.

Chair Date

DRAFT