



**EAST AREA (North East)**  
**STAFF SIDE REPRESENTATIVES AND MANGEMENT MEETING**  
**Wednesday 25<sup>th</sup> July 2007 at 1400 - 1700hours**  
**Conference Room, East Area HQ Ilford**

**Attendees:** Jason Killens (Chair), John Whiting (Rep Edmonton), Graham Barwick (AOM J3), Trevor Hubbard (AOM H3), Jeffrey Endean (Shop Steward J3), Dave Smith (Rep Romford), Hazel Smith (Human Resources Manager), Amanda Wheaton (A/DSO K4), Samantha Jones (Notes)

**MINUTES**

<b>1.</b>	<b>Apologies for Absence (JK)</b>	
	Eddie Brand, Paul Ward, Michael Heaslip, Steve Colhoun.	
<b>2.</b>	<b>Minutes of the Last Meeting (JK)</b>	
	Agreed as an accurate record of the meeting.	
	<b>Matters Arising from Previous Meetings (JK)</b>	
<b>a.</b>	<b>Page 1 Item 3d – Alternative Rest Days</b>	
	Awaiting response	
<b>b.</b>	<b>Page 1 Item 3f – Roles of EMT's when Crewing together</b>	
	Awaiting response	
<b>c.</b>	<b>Page 1 Item 3g – Cleaning of Impounded Vehicles</b>	
	Vehicles are not cleaned by LSS. CV looking at alternative ways.	
<b>3.</b>	<b>Transfer Register (JK)</b>	
	No Issues	
<b>4.</b>	<b>Urgent Items not on the Agenda (All)</b>	
	No Issues	
<b>5.</b>	<b>Update on New Front End Model (JK)</b>	
	No update since proposals. Next briefing is being held in August 07 – clinical structure of what a station should look like in the future.	
<b>6.</b>	<b>Update on Financial Situation for 07/08 (JK)</b>	
	<ul style="list-style-type: none"> <li>o 11 million shortfall in budgets.</li> <li>o Some funding to run HART project until September 07.</li> <li>o Month 3 on track</li> </ul>	
<b>7.</b>	<b>Distribution of Overtime Hours (SC)</b>	
	Increased overtime spend for July / Aug / Sept – 35 thousand hours across the LAS.	
<b>8.</b>	<b>Vulnerable Adult / Child Protection Paperwork (DS)</b>	
	Crew staff are finding a problem of when and how to complete this paperwork.	<b>AOM's</b>
	<b>AOM's</b> – locally to place significant copies of this paperwork on all vehicles.	
	JK to ask <b>Dave Hartshorn</b> if this paperwork can be put with the Make Ready checklist.	<b>DH</b>
<b>9.</b>	<b>Fast Track Physio Trial in East Area (GM)</b>	
	Not ready to trial yet, this is set for September. Will keep posted.	
<b>10.</b>	<b>Update on High Impact Changes and Tranche 2 (JK)</b>	
	NE not affected. Looking to expand MRU's & CRU's by the end of the calendar year. JK will know more by the end of next month.	
<b>11.</b>	<b>EMT 4 Training (JW)</b>	
	Think this training is on a modular, need confirmation on this. Will invite Gary	<b>SJ</b>

	Ralph to the next meeting.	
<b>12.</b>	<b>Christmas Leave (JW)</b>	
	There is a difference with booking Christmas leave compared to EC. <b>JK</b> to speak to Gareth Hughes but to carry on what is currently being done locally as long as it doesn't go over the 10% / 15%.	<b>JK</b>
<b>13.</b>	<b>Paramedic Relief's (DS)</b>	
	Paramedics returning from courses are being sent to where the greatest need is for paramedics. <b>HS</b> – Paramedic courses need to be prioritised - to raise at HR Meeting. The way forward is to prioritise placements at an early stage. – <b>JK</b> to address with GH.	<b>HS</b> <b>JK</b>
<b>14.</b>	<b>Clear guidance or instruction – what gets taken to KGH (DS)</b>	
	<ul style="list-style-type: none"> <li>○ Bulletin dated 19<sup>th</sup> June 07 was published – handed out in this meeting. This needs to be re-enforced locally.</li> <li>○ Document reasons on PRF's on why and what hospital patients are taken to.</li> </ul>	<b>AOM's</b>
<b>15.</b>	<b>White Work Vehicles</b>	
	<b>HS</b> state that since the Age Discrimination Act came into force, cannot recruit. Currently in working progress, this has gone to A&E Sub Committee. Need to reassure staff that you are unaware White Work is not currently changing.	
<b>16.</b>	<b>Meal Breaks (GE)</b>	
	<ul style="list-style-type: none"> <li>○ Clarification: Interrupted for Red 1 or any other emergency call deemed clinically appropriate. This rests with AOM's or Operation Centre Managers.</li> <li>○ Taken to RB Review.</li> <li>○ Support Guidance – AOM's make sure everyone is aware of this. <b>JK</b> to speak to Press Office to see if the original bulletin can be updated.</li> </ul>	<b>AOM's</b> <b>JK</b>
<b>17.</b>	<b>Manual Handling Policy (GE)</b>	
	Policy States that staff should get 6 hours annual training on this, which is not taking place. This is a Training issue – training has been prioritised with the most important training coming first after the policy was put in place.	
<b>18.</b>	<b>Managing Absence Policy (GE)</b>	
	Points discussed AOM.	
<b>19.</b>	<b>Turnaround times at hospital (GE)</b>	
	Report – <b>JK</b> to read GE comments and will feedback.	<b>JK</b>
<b>20.</b>	<b>Future of Chase Farm and Buckhurst Hill Stations (DS)</b>	
	<ul style="list-style-type: none"> <li>○ Buckhurst Hill – Station will be moving to a temporary structure building for all current A&amp;E at Buckhurst Hill. Currently waiting for model. Move should be completed by the end of the calendar year.</li> <li>○ Chase Farm Hospital may be downgraded. We may re-locate Chase Farm as in Billett.</li> </ul>	
<b>21.</b>	<b>Receipt of Complex Meeting Notes and Unresolved Issues (All)</b>	
	<ul style="list-style-type: none"> <li>○ Chase Farm (PW) – No one representing at this meeting.</li> <li>○ Edmonton (TH) – No issues.</li> <li>○ Romford (SC) – No issues.</li> <li>○ Whipps Cross (GB) – No issues.</li> </ul>	
<b>22.</b>	<b>Matters to refer to A&amp;E Sub Committee (JK)</b>	
	<ul style="list-style-type: none"> <li>○ White Work Vehicles (Item 15)</li> <li>○ Meal Breaks (Item 16)</li> </ul>	
<b>23.</b>	<b>Date of next meeting</b>	
	<b>Thursday 4<sup>th</sup> October 2007 @ Ilford Conference Room 1000 – 1300 hrs.</b>	