

**UNIFORM WORKING GROUP
MEETING MINUTES**

**18TH NOVEMBER 2008
WATERLOO HQ
RICHARD WEBSTER'S OFFICE**

Present:	Eddie Brand Gadge Nijjar	Staffside / Southside Project and Corporate Support Logistics Manager
	Trevor Hubbard John Winnister Lesley Long Catherine Edwards Chris Vale David Selwood Karen Walling	South West Sector Rep Resources Minutes Head of Operational Support Corporate Logistics Manager North West Sector Rep (In Arthur Carasco's absence)
	Harry Day Linda King	Safety & Risk North West Sector Rep
Apologies:	Arthur Carasco Gary Edwards John Ryder	North West Sector Rep West Sector Rep Dimensions Corporate wear

ITEM		ACTION
1.	Introductions and Apologies	
2.	Minutes of Previous Meeting Minutes of meeting held on 13 th May 2008, it was noted that there is a spelling mistake on page two.	
3.	Confirmation of purpose of meeting There should be one representative from all seven sectors, the following department reps need to be found: Education and Development - Keith Miller to nominate. CRU - Graham Chalk to nominate. PTS - Nick Daw to nominate. Central to find representative. Control should be Richard Chow. A new PA for JH & PF is being recruited who will take the minutes in future, however a temporary PA will be taking the minutes for today's meeting. The meeting will be quarterly, but there will be three key contacts to steer the group in between as large gaps between meetings. They will be John Hopson, John Winnister and Karen Walling.	EB
4.	Actions from Previous Meeting All actions have been picked up.	

<p>5. a</p>	<p>Baseball Caps and Rucksacks BC - A mock up has been produced. All feel that this is of poor quality, not deep enough and needs a crest on the front. There was some discussions about different styles, however, due to cost implications, this would not be viable. There is already a wool hat on issue, for colder weather. The possibly using reflective material for night time was discussed and to be explored.</p> <p>b RS -It was decided to faze out and replace the holdall with the new rucksack design with the cool bag incorporated. However, need to check current stock levels and confirm costings to see if viable to produce the rucksacks and give choice to staff before holdall stock finished. It was noted by that the cool bag could have been designed better, but the rucksack would be more popular and fit in the vehicles better.</p>	<p>GN</p>
<p>6</p>	<p>CRU Uniform Provision CRU tend to go and buy items from another source rather than from the catalogue without the relevant badges, logos etc. It's not uniform and need to be told. From a Health and Safety point of view as well, staff are working without the correct PPE and especially non toe capped boots.</p>	<p>JH</p>
<p>7.</p>	<p>Light Weight Fleece The decision was made to rename the item to light weight fleece from summer fleece due to timing of the delivery in autumn. Trial stock ready to go. Need to gain approval as there are already two heavy weight fleeces on issue. As the costing for a third being on issue might be unacceptable, it maybe possible to make it a choice of two out of the three available or on request when previous issue wears out. A lighter level of clothing was needed after the removal of jumpers due to infectious contamination. The heavy weight fleeces were not made to go under the jackets, but with the high visibility waist coats. It was suggested that a sleeveless or removable sleeved option may be worth while looking into.</p>	<p>GN</p>
<p>8 a</p>	<p>Departmental Issues A&E Infection control: Uniforms & Workwear document given to chair for distribution to rest of group with minutes. Various issued were discussed including long sleeve shirts and therefore fleeces, new policy states that arms should be bare below elbow to ensure ease of cleaning hands / wrists. If long sleeves are worn, must use sleeve protectors to prevent contamination from bodily fluids being transferred from patient to patient via clothing. The point was made that protection, such as aprons, gloves and sleeve protectors, would not always need to be used as should use common sense to assess which patients need to be handled with protection, however, another point was made that you can never be sure as signs are not always visible and therefore new protection should be used for each patient. It should also be noted that protection should only be worn be persons in contact with the patients. The point was made that facilities in hospitals and sites</p>	<p>JH / JW / EB / KW / GN / HD / TH</p> <p>CE TO SET UP MTING</p>

	<p>are not always accessible and are not decontaminated. Long sleeve shirts should only be given with guidance to satisfy the new policy. Again a review of the policy was needed.</p> <p>b MRU/CRU</p> <p>No representative.</p> <p>c Education and Development</p> <p>No representative.</p> <p>d EOC</p> <p>No representative.</p> <p>e PTS</p> <p>No representative.</p> <p>f Support Departments</p> <p>No representative.</p>	
9.	<p>Epaulettes</p> <p>There are too many epaulettes and the catalogue needs to be revised as some of them are old and obsolete. JH meeting with Dimensions and will discuss. An individual should not have special epaulettes made up but use badges instead.</p>	JH
6.	<p>Any Other Business</p> <p>a Corporate Fleece</p> <p>Estates Department are wearing non approved fleeces from another source which are corporate blue. It was agreed they should have corporate fleeces made up officially with badges etc; also IM&T should have then as they are often not recognised as part of the LAS when off site. Logistics and Fleet have their own uniform.</p> <p>b Dress Code Review</p> <p>GN has a second draft ready but is aware of further changes to come regarding fleeces and infection control. It was decided there should be a meeting of six representatives to review the draft and ensure in line with the new policies. They are John Hopson, Harry Day, John Winnister, Karen Walling, Trevor Hubbard and Gadge Nijjar. A time will be arranged in JH's diary to suit the operational shifts. This will be in JH's office at Waterloo HQ. Deadline for the completion for the Code will be February / March 09, which will need to be presented to Peter Bradley. End date on the policy is overdue.</p>	<p>GN</p> <p>GN / JH</p>

c	<p>Community Responders Requests for t-shirts have been made, but there were problems with what they had asked for, now fallen in line.</p>	
d	<p>Sizing The problems of the Dimensions clothing not being the same as the old supplier has been causing a problem. However, this is the same in all different clothing stores because of difference in cuts. When all get used to the new supplier the issue will resolve itself. Delivery problems – wrong sizes being delivered and items that are for another Trust have also been happening, JD has been informed but the problem has not been resolved. As a lot of sites are keeping the wrongly delivered clothing as stock, this is causing Dimensions to possibly not to see it as such a problem, also this might be adding to the ‘trouser shortage’. GN has a review meeting with JD next week; evidence is needed to prove the problems that have been experienced. Administrators who order for all sites will be asked to provide evidence, where possible. The sizing samples stock is being depleted. It was decided that a bespoke blue set should be ordered with no badges to prevent them being used. Also to spray the items with stencilled phrases.</p>	GN
e	<p>Trousers Trousers are in short supply due to other services that Dimensions provide for restyling their uniform. This meant that a large proportion of our stock was sent to them. There is a large order expected next week. This was a cheaper option to staggering smaller deliveries, but has meant a backlog has built up. There is a problem where another NHS trust has redesigned its uniform to be very similar to LAS, which suggests potential savings for Dimension and should mean a reduction of costs for us. To be discussed with JD. Stock piling may be a problem, as some people order rather a large amount of clothing compared to others. This is different to a change of body size/shape or wear and tear. A report should be compiled showing all orders of staff by name. Spare sets should be kept in lockers, if the facilities are available.</p>	GN

NEXT MEETING WILL BE HELD ON 7th APRIL 2009 AT WATERLOO HQ