

**London Ambulance Service NHS Trust  
A&E Sub Committee  
31<sup>st</sup> May 2007, 1400-1700  
Conference Room, LAS HQ**

**MINUTES**

<b>Russell Smith (Chair)</b>	<b>Deputy Director Operations</b>	<b>HQ</b>
<b>David Lamey</b>	<b>Staff Side Representative</b>	<b>Croydon</b>
<b>Pete Hannell</b>	<b>Staff Side Representative</b>	<b>Kenton</b>
<b>Mick Butler</b>	<b>Staff Side Representative</b>	<b>Barnehurst</b>
<b>Barry Bowyer</b>	<b>Staff Side Representative</b>	<b>Rotherhithe</b>
<b>Joe Easterbrook</b>	<b>Staff Side Representative</b>	<b>EOC, HQ</b>
<b>Gareth Hughes</b>	<b>AOM (Resourcing)</b>	<b>Croydon</b>
<b>Julie Cook</b>	<b>HR Manager A&amp;E Ops</b>	<b>HQ</b>
<b>Jason Killens</b>	<b>ADO (Acting) East</b>	<b>Ilford</b>
<b>Bill Leaning</b>	<b>Staff Side Representative</b>	<b>Homerton</b>
<b>Scott Velleman (Minutes)</b>	<b>ASSD Manager</b>	<b>HQ</b>

**17/07**    **Apologies**

Richard Webber  
Eddie Brand  
Mark Lione  
Gary Edwards

**18/07**    **Previous Minutes – 13<sup>th</sup> April 2007**

Agreed

**19/07**    **Matters Arising**

19.01 Alternative Rest Days (51/06)

RS stated that he has written to EB confirming that he believes that when the annual leave agreement increased from 10% to 15% this took account of the issue.

19.02 ECP & FRU Driving – RS Report to ARSG (74/06)

RS reported that the matter has been discussed by the Alternative Response Steering Group. It has been agreed that if an individual has pre-approved clinical learning then they should undergo a driving assessment before driving an FRU.

19.03 EOC Paper-Based System (04/07)

RS confirmed that the paper-based systems in EOC have been amended to bring them up to date with current operational protocols, in the reduction of red calls.

19.04 A&E Support (07/07)

RS stated that EB has requested a meeting with him, Ian Todd, Fionna Moore and other staff side colleagues to discuss various matters relating to A&E Support.

19.05 Overtime on FRUs (10/07)

JK said that the issue seemed to be local to Romford. He met with EB and discussed a 6 month snapshot of overtime at Romford and the figures showed that 25% of it was allocated to FRUs with the remaining 75% being allocated to ambulances. JK and EB agreed that the issue appears to have been resolved.

19.06 Overtime Sub Group – Staff Side Nominees (11/07)

GH stated that a meeting would be held on Monday to progress the matter.

19.07 Cleaning Impounded Vehicles – Chris Vale (13/07)

RS has raised the matter with Chris Vale but has not received a reply yet.

JK added that the Lightbridge Support Services (LSS) managers have confirmed that the company will clean body fluids out of ambulances that have been returned from the police pound; however LSS staff are still refusing to do this in various locations.

RS agreed to ask LSS to write to their local managers to instruct them to carry out the cleaning previously referred to and report back to him.

**RS**

19.08 High Risk Address Register (15/07)

RS discussed the issue with Gary Bassett. It appears that people are being added to the register but are not being removed after 6 months. Additionally it seems that individuals are not being written to informing them of their inclusion on the register. Gary Bassett will conduct a full review and the matter will be discussed at the next meeting.

**SV**

**20/07 New Front End Model (Standing Item)**

RS gave the group a presentation on the current position of the front end model and discussed related implications with staff side.

**21/07 Rest Breaks (Standing Item)**

RS said that there has been one review meeting of the Rest Break Procedure. Another meeting should occur shortly.

**22/07 Overtime Sub Group (Standing Item)**

GH reported that the sub group has not met yet.

Members then discussed the merits of various methods of allocating overtime.

**23/07 Training & Development Delivery 2007/08**

RS stated that the Training Department will publish the menu of what courses they are running this year, and the desire is for individuals to choose which courses they would like to attend to further their professional development. Some of the courses will be mandatory.

GH cautioned the group however that there are still 1,700 members of staff who still require some form of compulsory training and these people will be prioritised and contacted initially.

MB requested that more information is published pertaining to how the move to a more modular delivery of training will be accomplished.

PH discussed the difficulties faced by staff when they have to travel a long distance to their training courses. PH stated that the allocation of residential places has been cut. He asked for this to be reconsidered. Otherwise PH also asked for the Service to consider issuing Oyster cards to staff on training and/or to agree a mileage allowance of 53p per mile from base to training venue because the loss of residential places was putting a greater financial burden on some staff.

**24/07 Update on Standardisation of Resourcing Systems**

The issue was covered in 22/07 above.

GH added that he will meet with all interested parties to discuss their wants and needs in relation to resourcing.

**25/07 Legality of Retrospective Sanctions**

JE raised an issue that the Managing Attendance Policy covers absences that were previously exempt under IAP and he queried the legality of doing that.

RS replied that as this was a Service wide issue it should be raised at the Staff Council. He asked JC to pass this matter onto Tony Crabtree

**JC**

**26/07 Calculating Sickness for Staff not on 12 Hour Shifts**

JE argued that if staff worked 12 hour shifts and had sickness absence; their amount of calculated days absent would be less than colleagues who were working less than 12 hour shifts. He therefore stated that calculating sickness absence in days not hours was unfair.

RS replied as previously that the matter should be taken to the Staff Council and asked JC to pass this to Tony Crabtree.

**JC**

**27/07 Training Days Incorporated into Rotas**

PH reported an initiative in the West where training days have been incorporated into FRU rotas at regular intervals. This system appears to be working very well.

RS asked PH to email an example rota to the group members and SV to invite

**PH**

Martin Bowdler to the next meeting to discuss this matter in greater detail. **SV**

**28/07 EMT1s Going onto EMT2 Bridging Courses**

SV to carry over to the next meeting **SV**

**29/07 B Reliefs Coming Off After 18 Months**

BB asked what the position is for staff that have been on the B Relief rota for almost 18 months.

RS replied that there needs to be 250 people on the B Relief rota. He believed that figure has been achieved so there may be an opportunity to move some people off of the rota. RS said that he'd ideally like to move them onto the A Relief rota. He offered to look at this outside of the meeting to see if there were a group of people that could be transferred off the B rota.

BB asked RS to confirm that staff will not automatically come off of the B rota after 18 months.

RS said that this was correct. Staff would normally be on the B rota for a minimum of 18 months.

**30/07 Rota Changes**

BL reported that staff have been informed at City & Hackney that rota changes will be enforced upon them with no opportunity for discussion.

JK replied that this matter should be discussed at Area level.

**31/07 Closure of Central Sector Desk in EOC**

JE raised concerns that the Central Sector desk in EOC has been closed and the calls have been moved to the South East and South West desks. He felt that this would result in too many calls going to these desks placing staff under too much pressure.

RS responded that moving the Central desk onto the South East and South West created the opportunity to further split these desks into 4 smaller units. All four would have fewer ambulances to manage than the Central desk had and would therefore reduce workloads.

*Discussions were longer than expected and there was not enough time to discuss items 32/07-36/07. It was jointly agreed by management and staff side to pursue these matters outside of the meeting.*

**Date of Next Meeting:** 13th July 2007  
1400-1700  
Conference Room, HQ