

**MINUTES OF THE  
A&E SUB COMMITTEE MEETING  
HELD ON 04<sup>TH</sup> NOVEMBER 2004 AT 14:00-16:00 HRS  
IN THE CONFERENCE ROOM, HQ**

Chair:	Philip Selwood	Director of Ambulance Services / Deputy Chief Ambulance Officer	HQ
Present:	A. Ball	Deputy Director of HR	HQ
	E. Brand	Staff Side Chair	Romford
	D. Smith	Staff Side Representative (N/E)	Becontree
	R. Sydney	Staff Side Representative (EC)	Smithfield
	J. Underdown	Staff Side Representative (NW)	Barnet
	S. Sale	ACAO	CAC
	J. O'Grady	Senior Resource Manager	HQ
	P. Murray	Staff Side Representative (C)	Westminster
	J. Walters	Staff Side Representative (SE)	Greenwich
	Gary Edwards	Staff Side Representative (W)	Isleworth

**Action**

27/04     **Apologies for Absence**

Apologies for absence were received from Andy Zucconi and Dave Lamey.

28/04     **Previous Minutes**

The minutes were agreed as a true record.

29/04     **Matters Arising**

**29.1 Transfer Register (13/04)**

JO'G stated that the electronic version of the register has still been delayed.

PS expressed his concerns at the lack of progress. He went on to say that Management Information are currently integrating a new system, the implementation of which has held up all other development including the electronic transfer register. He informed the group of the intention to set up a temporary paper-based system.

RS said that East Central had set up a paper system approximately 12 months ago and forwarded the documents, however he had been told that the paperwork had gone missing.

JO'G agreed to look into this

EB echoed PS's concerns over the delayed implementation of

**JO'G**

the electronic register and asked for an estimate of when a paper-based system would be operating.

JO'G stated that it would be put into practice by the end of November 2004.

#### 29.2 A&E Operations Group (13/05)

SS notified the group that Steve Irvin will produce bullet point notes of the recent Operational Management Group meeting by the end of November 2004. He also informed that there is a plan in place to publish said notes on The Pulse in the near future.

#### 29.3 Make Ready (18.9)

PS discussed the fact that the Make Ready Scheme is now also operating at Waterloo after the initial roll-out at Hanwell.

GE added that the scheme was now working well at Hanwell.

PM alerted the group to the fact that some problems were being experienced at Waterloo. For example, some vehicles were being handed over with equipment missing; crews were sometimes being asked to swap vehicles mid-shift; other vehicles were being worked on (such as vacuum cleaned) at unsociable hours consequently disturbing local residents and attracting complaints. PS also stated that he would ask Mike Boyne to produce a Make Ready update to be circulated with these minutes.

**PS/MB**

#### 29.4 White Work Vehicles (20/04)

EB informed the group that he had met with AB on this subject.

AB stated that a recruitment strategy had been developed to attract a sufficient number of potential candidates. If necessary there will be a four stage process of advertising as follows:

1. Sector-wide 50+
2. Service-wide 50+
3. Sector-wide 48+
4. Service-wide 48+

Each recruitment round will start at stage 1 and progress through as necessary.

#### 29.5 Intermediate Tier/Green Calls

SS stated that ACAOs' have been asked to comment on a paper being circulated regarding the use of blue lights on green calls.

PS added that the Service's intention is to stop using blue lights

on green calls as of 01<sup>st</sup> January 2005. PS then enquired of the group if they felt that this should be a blanket policy, or if there should be discretion available for the occasional use of blue lights on green calls.

EB felt that if AMPDS was utilised to its full effectiveness there would be no need for a discretionary blue light policy.

SS contended that once the Service has developed an ethos that green calls are not emergencies; the question of discretion will become a moot point.

In a separate point EB raised the question of 12 Intermediate Tier staff who thought they had been denied the opportunity to apply for EMT training.

AB explained that there had been an error in the prioritisation of EMT1/EMT2 training waiting lists. She went on to say that visits had been made to the staff in question in order to explain the error and to reassure the staff of any misgivings they may have had.

JW asked if White Work can be separated from Intermediate Tier at some point.

PS responded that he would take the matter to the Intermediate Tier Steering Group to discuss and resolve. He added that if this matter is still problematic in the future it could be placed back on the agenda for discussion by the A&E Sub Committee.

PS

#### 29.6 Drug Packs & Overtime

EB raised an argument that crews who are on station at the end of their shift were being denied a 15 minute overtime payment for the time it takes to properly clean the vehicle, process clinical waste and lock away their drug packs.

JO'G responded that based upon the roster, and not taking account of late calls, 55-60% of crews do not handover to another crew at the end of their shift and therefore the overtime payments would represent a substantial cost.

EB disagreed that this situation would arise as often as JO'G felt.

PS argued that in good conscience the Service cannot set up a policy of overtime payments for this situation without it being properly costed and discussed. PS agreed to discuss the matter with Martin Flaherty and revisit the topic with EB.

PS

30/04 **EMT1 & EMT2 – First Responding**

EB was concerned that the policy for this matter is becoming confusing.

PS clarified that EMT1's should attend incidents as first responders only. EMT2's should not work together as a crew on an A&E vehicle.

EB stated that a group should be set up to clarify positions. PS agreed, saying a group would be set up to work through all of the relevant details.

**PS**

31/04 **Any Other Business**

**Technician Lines/University Students**

JU reported that there was a growing feeling amongst long-serving technicians that their opportunities to apply for Paramedic postings in their local areas were being restricted by recruitment of Paramedic graduates from university.

PS agreed to discuss the policy at the next meeting of the A&E Resources Group, and report back further at the next A&E Sub Committee.

**Post Meeting Note**

1. The group decided to dedicate a future meeting to long-term recruitment issues.
2. Mike Boyne will conduct an update briefing on the Make Ready Scheme at the next meeting in January

**Date of Next Meeting:           TBA 2005  
  14:00-16:00  
  Conference Room**