

**Minutes of the Meeting of the
A&E Sub Committee
Held on 8th January 2004, 14:00 hours
Partnership House, Room A**

Present: A Ball - HR Manager (Sector Services), Waterloo HQ
E Brand - Staff Side Chair, Romford
M Flaherty - ACAO (Sector Services), Waterloo HQ
D Lamey - Staff Side Representative (SW), Croydon
J O'Grady - Senior Resource Manager, Bromley
D Smith - Staff Side Representative (NE), Becontree
A Zucconi - Staff Side Representative (C), Deptford
E. Imroth – Staff Side Representative (NW), Willesden
S. Sale – Commander, Waterloo HQ
J. Berry – Commander, SE
C. Crothers – Staff Side Representative (Deputy) (SE)
R Sydney – Staff Side Representative (EC) Smithfield

ACTION

01/04 Apologies for Absence

Apologies for Absence were received from Jez Walters

02/04 Minutes of the Previous Meeting (17th July 2003)

Rob Sydney informed the group that he did attend the previous meeting but his name did not appear on the minutes. The minutes of the previous meeting was then agreed as a true record.

03/04 Matters Arising

03.1 Sector Reps Facilities (26.1)

Eddie Brand informed the group that they were still waiting for the mobile phone tariffs from Martin Flaherty. Ann Ball agreed to take this forward

AB

03.2 Transfer Register (26.2)

Eddie Brand enquired what was happening regarding the register.

John O'Grady advised that there were a few anomalies that needed resolving and advised that a meeting was due to take place shortly to

address some of these. He further advised that Samantha Jones, administrator at Ilford would ultimately be operating the register. John O'Grady agreed to chase up the other sectors for their information. Dave Lamey advised the group that he would like to be involved in the process.

JO'G

03.3 Disciplinary Training (27/03)

Eddie Brand asked if the joint training had been given a timescale.

Ann Ball advised that a firm commitment was being given to the joint training. The trust wide policy will be signed off at the staff council.

03.4 Procedure for Overtime Allocation (28/03)

John O'Grady advised the group that there had been a number of difficulties implementing the revised overtime allocation process in some areas, particularly in the lead up to Christmas and the New Year. Every effort would now be made to complete the introduction of this across the Service.

In response to questions raised he advised the group that if stations did not have a process for prioritising people/hours, then overtime would be allocated on a first come first served basis.

Andy Zucconi referred to the previous minutes, which stated that established staff would be offered overtime before bank staff were allocated shifts.

John O'Grady confirmed this to be the situation. John O'Grady advised that, if the system were to operate, the available overtime would be offered first to established staff.

Martin Flaherty informed the group that the procedure had previously been agreed by the group and there was a need to move ahead with completing the introduction Service wide.

03.5 Relief Meeting – Flexible Rostering (30/03)

Eddie Brand advised the group that there had been a relief representatives meeting on 25th November 2003. John O'Grady agreed to write to all relief staff to establish the level of interest in working non-standard working patterns, i.e. only weekends and nights. The next meeting for relief staff was on 15th January 2004

JO'G

03.6 Commanders Minutes (31/03)

Steve Sale informed the group the commanders had met and will discuss the name change on 28th January 2004, to reflect the changes in job titles. Steve Sale also agreed to give Eddie Brand copies of the bullet point minutes. **SS**

03.7 Bank Holiday – Time in Lieu (32/03)

Ann Ball informed the group that the current practice in the Service is not in accordance Whitley Council guidance.. She stated that bank holiday workers were being given more time off than their entitlement.

Ann Ball advised the group that when a shift spans on bank holidays, if the hours worked on a bank holiday comprised more or ½ shift the employee would get the entire shift in lieu. She stated that if the hours only worked on the bank holiday comprised less than ½ the shift ½ they should only get half the shift backing lieu. However, at present back, regardless of the hours worked on the bank holiday, staff were being given the full shift off in lieu.

Andy Zucconi read a quote to the group from the Whitley Council book.

It was agreed by the group that Andy Zucconi would write to Ann Ball detailing his interpretation of the Whitley rules. **AZ**

Martin Flaherty agreed that once we had received Andy Zucconi's submission it would be discussed at the next meeting.

Annual Leave Agreement

Eddie Brand asked the group if the agreement could be put in simpler terms and sent back to them to be agreed.

Martin Flaherty stated that the wording had been agreed previously after lengthy negotiation.

John O'Grady suggested that Eddie Brand should make the changes as he saw necessary and send it back to him for consultation. **EB**

04/04 Payment/Time in Lieu for enforced overtime

Andy Zucconi stated that people are taking the time off in lieu for overtime and have been questioned about this. Eddie Brand advised that this happens in 3-4 sectors.

Martin Flaherty agreed to discuss this at the next meeting when more detail was available. **MF**

05/04 Membership of sub-groups

Eddie Brand suggested to the group that it would be good to know what the memberships of the groups are.

It was stated that Tony Crabtree was dealing with this and would be asked to let the group know. Ann Ball agreed to remind TC of the need to move this situation on. **AB**

06/04 A&E Reorganisation - Update

Martin Flaherty informed the group that 21 AOM's have been appointed, but they are still recruiting and will inform the group when this was completed.

07/04 Performance : January - March

Martin Flaherty informed the group that the Service had achieved 75% for December and asked members of the group to pass on his thanks to front line staff. He advised that further improvements would need to be made in the Jan – March period. It was noted that a performance improvement plan for Jan – March would be implemented in each Sector.

08/04 Mobile Phones

Steve Sale informed the group that he had spoken to Mike Boyne regarding the pre set numbers; he stated that the work was ongoing.

Martin Flaherty agreed that he would inform the group when it had been agreed.

09/04 MDT's

Martin Flaherty gave the group an update on the roll out of the MDT's. He advised that the installation and training had to be complete by March.

10/04 Any Other Business

Portering in Hospitals

David Lamey advised the group that certain hospitals expects the London Ambulance Service to "ward" patients.

Martin Flaherty agreed that this was not satisfactory and said that he would give thought on how to communicate this to the hospitals. **MF**

Relocation Payments

Andy Zucconi stated that he had been receiving questions from staff on relocation payments. Ann Ball advised that individuals should speak to their HR Officer.

Ann Ball agreed to get clarification on the payments and bring to the next meeting. **AB**

Drug Packs

Eirian Imroth asked if, given the removal of drug packs was after the end of a crews shift, should the crew members receive overtime payments.

A discussion took place regarding this issue. Steve Sale told the group that it was unlikely that any payment would be made for this task and that additional payments were already made in relation to additional skills and responsibilities. There were a number of opposite views to this and the request for overtime payment was reiterated. Steve Sale stated that the cost would be prohibitive, but agreed to obtain a costing and bring this back to the next meeting. **SS**

**Date of Next Meeting: 25th March 2004, 14:00 - 16:00
Conference Room, LASHQ**