

**Minutes of the Meeting of the
A&E Sub Committee
Held on 11th July 2002 at 14:00 hours at**

Present:	Ann Ball	HR Manager, Sector Services- HQ
	Gordon Ballard	East Central Sector Rep – Newham
	Eddie Brand	Staff Side Chair – Romford
	Tony Crabtree	HR Manager – HQ
	Martin Flaherty	Assistant Chief Ambulance Officer – HQ
	Taff Imroth	North West Sector Rep – Willesden
	Dave Lamey	South West Sector Rep – Croydon
	John O'Grady	Senior Resource Manager – Bromley
	Steve Parker	North East Sector Rep –
	Jez Walters	South East Sector Rep – Greenwich
	Andy Zuconni	Central Sector Rep – Deptford

ACTION

10/02 Apologies for Absence

Apologies for Absence were received by Gary Edwards - West Sector Rep and Philip Selwood – Assistant Chief Ambulance Officer.

11/02 Previous Minutes

The minutes of the previous meeting were agreed.

12/02 Matters Arising:

12.1 Implementation of the Modernisation and Pay Proposals

Staff Side Representatives expressed some concerns regarding implementation of the three agreements.

Martin Flaherty reminded the group that it had been agreed that these issues would be resolved locally, but if issues remained these could be raised at the review meeting in September.

Eddie Brand enquired if Sectors were having regular meetings and John O'Grady stated that his understanding was that this would be a standing item on sector agendas.

12.2 Transfer Register (4.2)

John O'Grady confirmed that he had received feedback and suggested that 2/3 members of the Committee to prepare a draft procedure which could then be brought to the group for discussion and agreement. Eddie Brand and Eirian Imroth agreed to meet with John O'Grady.

EB/
EI/
JO'G

It was also agreed that a separate process should be agreed for special circumstances, when it may be necessary to supercede the normal arrangements for transfer.

12.3 Hospital Diverts - copy of protocol (4.9)

Tony Crabtree agreed to copy the document to Eddie Brand for information. There was general discussion around the principle of hospital closures and diverts, with staff side expressing concern. TC

12.4 Bank Staff / working time directive (4.10)

It was agreed that a copy of the terms of engagement for bank staff would be distributed to the members of the group. ASSD

12.5 Conveyance of Mentally Ill Patients (08/02)

Steve Parker informed the group that Keith Jackson had approached him, regarding a draft procedure. Martin Flaherty stated that a Mental Health Group would be meeting to discuss guidance/notes and that Staff Side had been invited to participate. He would ask Keith Jackson to invite Steve Parker to attend the meetings. MF

12.6 New A&E Vehicle (09/02)

Martin Flaherty confirmed that the A&E Vehicle and Equipment Working Group chaired by Mike Boyne was currently finalising the specification and the order would be put to tender shortly. Due to lead times for construction it was probable that first delivery would be around Spring 2003.

13/02 2002/2003 Pay Award

Andy Zucconi enquired about the possibility of a pay award over and above the national agreement, and what process would be followed to determine such an increase, if possible.

Martin Flaherty stated that this was dependant on any additional funding the LAS might receive. The matter would be considered initially by the Chief Executive and the Director of HR, and staff side - through the Joint Secretaries, would be kept informed of progress.

14/02 Facilities for Sector Reps - Phones, Insurance, Cover, Rates, Tax and Fares

Staff Side requested additional facilities for Sector Reps, and raised a number of issues for clarification regarding such matters as mileage rates and the taxable status of reimbursement of fares etc.

John O'Grady confirmed that if costs were incurred during the course of work, then the amount would not be taxable, but if it was outside of normal working hours, then it would be taxable. The other matters would be considered outside the meeting in the first instance by Tony Crabtree.

15/02 Membership of Sub Groups

Tony Crabtree confirmed that the review of sub groups and their membership had yet to be completed. If possible, an update would be provided at the next meeting of the Staff Council on 29th August.

16/02 Personal issue of Policy Manuals and Health & Safety Manual

Following discussion it was agreed that Staff Representatives should be issued with H&S Manuals. Tony Crabtree agreed to arrange this. TC

17/02 Consultation on Policy and Procedure

Staff Side expressed concern about a recently issued Commanders' bulletin, which they believed indicated a change of policy without prior discussion. They were also of the view that all changes should go through the A&E Sub Committee before being announced or implemented.

In respect of the specific Bulletin, Martin Flaherty stated that he did not agree that this represented a change to existing practice, nor did it constitute "policy". John O'Grady confirmed that the bulletin was intended to remind staff of the correct procedure, and not to change it.

On the general point about consultation, Tony Crabtree advised that the process must be appropriate to the matter at hand. For example, where a document represented the Trust's response to a change in legislation, an information copy would be provided but formal consultation may be inappropriate. However, on matters specific to a particular staff group, it was likely that consultation would focus on the appropriate sub committee of the Staff Council.

Following further discussion Staff Side requested an Adjournment to consider the matter of the Commanders' Bulletin.

ADJOURNMENT

Following discussion, it was agreed that another meeting to discuss the issue in more detail would be arranged. Martin Flaherty agreed to put the change of practice whereby Resource Centres would initiate stoppage of pay for unauthorised absences on hold until a separate meeting had been arranged to discuss the issue. It was noted that existing arrangements for Station Officers to stop pay for unauthorised absence would remain.

18/02 Constitution and annual elections

Andy Zucconi expressed his concern regarding the confusion over the local elections.

Tony Crabtree confirmed that there had been some problems, but that lessons could be learnt from them and that future elections would take place in March/April each year.

He stated that the constitution was being reviewed and revised, and that clarification of the election process and timetable would be included.

19/02 Vehicle Cleaning

Gordon Ballard referred to the Infectious Control Procedure, expressing the view that some vehicles were not getting cleaned regularly.

Martin Flaherty accepted that there was an issue around vehicle cleaning, which had been identified in the Service Improvement Programme. He referred to local initiatives and pilot schemes, and requested any further suggestions to improve the situation. Provided that they stayed within budget, stations could continue to implement such schemes until such time as a Trust-wide solution had been identified and approved.

20/02 Skill Mix – update

It was agreed that this issue be considered at the meeting with John O'Grady scheduled for 6th August. Both sides agreed that an urgent decision on future skill mix arrangements was required.

21/02 Relief Rosters – update

It was confirmed that the group reviewing relief rosters was due to meet on Tuesday 6th August, with a view to finalising the arrangements.

**Date of Next Meeting: 3rd October 2002
14:00 hrs Conference Room**