

**Minutes of the Meeting of the  
A&E Sub Committee  
Held on 17<sup>th</sup> July 2003, 14:00 hours  
Conference Room, HQ**

**Present:** A Ball - HR Manager (Sector Services), Waterloo HQ  
E Brand - Staff Side Chair, Romford  
G Edwards - Staff Side Representative (W), Isleworth  
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  
A. Bray – Staff Side Representative (SE), Mottingham  
S. Sale – Commander, Waterloo HQ

**ACTION**

**24/03 Apologies for Absence**

Apologies for Absence were received from Steve Sale, Taff Imroth, Gary Edwards, and David Smith.

**25/03 Minutes of the Previous Meeting (22<sup>nd</sup> May 2003)**

The minutes of the previous meeting were agreed as a true record.

**26/03 Matters Arising**

26.1 Sector Reps Facilities (18.2)

Eddie Brand informed the group that there was a problem with the first four points of the guidance lines.

Ann Ball advised the group that personal/non business calls need to be highlighted on the bill and returned as per the instructions. John O'Grady stated that any number that is not automatically recognised as an official number, will appear on the bill

Martin Flaherty informed the group that all staff were liable for their private calls. MF

Eddie Brand asked the group that if the phones were abused by one person would all the other Reps lose the facility.

Ann Ball advised that it would depend on the specific circumstances, but that phones would be taken away for bad misuseage.

## 26.2 Transfer Register

Eddie Brand enquired what was happening regarding the register.

Dave Lamey informed the group that the commanders are waiting for the go ahead.

Martin Flaherty confirmed to the group that there was a commanders meeting arranged and he would chase this issue up.

## **27/03 Joint Disciplinary Training**

Eddie Brand asked if the joint training was in the new prospectus.

Ann Ball advised that the revised disciplinary policy was shortly to go to Staff Council. It was still the intention to deliver joint training once the revised policy has been agreed.

## **28/03 Statement on Overtime (Allocation)**

Eddie Brand enquired if overtime was cut (when/if 100% manning was achieved), would core staff have priority over bank staff.

Martin Flaherty stated that he was to have discussions with the commanders on the funding gap (£8 million) and cost pressures.

Martin Flaherty added that he would talk with Eddie Brand before any overtime restrictions were put in place.

John O'Grady stated that recruitment has been scaled back and this would minimise any effect on overtime availability.

## **29/03 Policy & Procedure (Manuals)**

Eddie Brand informed the group that they have not yet been received and asked if this could be sorted out as soon as possible. Martin Flaherty agreed to look into this.

MF

**30/03 Relief Meetings (Flexible Rosters)**

Eddie Brand stated that some relief staff wished to work an alternative shift pattern, in particular 3 x 12 hour nights a week and suggested that a relief meeting was arranged.

Martin Flaherty informed the group that there was a forum for relief staff to discuss such issues and this should be raised there. John O'Grady stated this group met on an ad-hoc basis, and had last met at the beginning of this year. Martin Flaherty agreed that within the next few weeks another meeting will be arranged.

**31/03 Commanders Minutes (Bullet Points)**

Martin Flaherty informed the group that Steve Sale had taken over the chair of the Commanders meeting and agreed to talk to him.

MF

**32/03 Any Other Business**

**Bank Holidays**

Eddie Brand advised the group that an email had been sent from Julie Cook regarding time back for bank holiday working.

Following discussion it was agreed that this instruction be withdrawn until the current practice on each Sector could be established

**Star Rating**

Martin Flaherty advised the group that the Service had gone to 1 star. He stated that this was mainly because the period measured in terms of response times/targets had been changed. Peter Bradley had made a statement to the press and gone back to Evening Standard regarding their (unfair) representation. .

Martin Flaherty advised the group that there was a desire to reclaim the star rating back next year and the aim was to get 2 stars. To get this the Service needs extra money and staff.

**Hand Over Audit**

Martin Flaherty informed the group that a further survey of Handover Procedures was to be undertaken in August/September.

**ACTION**

He advised that the aim was to arrive at a system where a quick and slick Administrative handover would work. 14 hospitals both good and bad are to be included in the audit. This is to be completed by Team Leaders and Managers.

Martin Flaherty confirmed that once this procedure had been done he will feedback the results.

**Date of Next Meeting: 13<sup>th</sup> November 2003, 14:00 - 16:00**  
**Conference Room, LASHQ**