

**Minutes of the Meeting of the
A&E Sub Committee
Held on 31st January 2002 at 14:00 hours
In the Conference Room, LASHQ**

Present:	David Adamthwaite	South West Sector Rep
	Ann Ball	HR Manager (Sector Services)
	Gordon Ballard	East Central Sector Rep
	Alan Bone	South East Sector Rep
	Eddie Brand	Staff Side Chair
	Tony Crabtree	HR Manager
	Gary Edwards	West Sector Rep
	Wendy Foers	Director of HR
	Karl Mullis	(deputising for Martin Flaherty)
	John O'Grady	Senior Resource Manager
	Pat Oshiff	(deputising for Taff Imroth - North West Sector Rep)
	Steve Parker	North East Sector Rep
	Fred Phillips	Senior Rep CAC
	Steve Sale	Commander CAC (deputising for Philip Selwood)
	Andy Zuconni	Central Sector Rep

ACTION

01/02 Apologies for Absence

Apologies were received from Philip Selwood, Martin Flaherty, Stuart Ide and Taff Imroth.

It was agreed that item 5/02 would be addressed first:

05/02 Implementation of the Modernisation and Pay Proposals - agreed by the Staff Council

Wendy Foers advised that the Staff Council had now agreed to the proposals by a majority decision. The intention now was to use the first part of this meeting to consider implementation.

She reminded the group that it was important that all now worked jointly to implement the agreements. A review and monitoring process had been built in to enable any issues or concerns to be identified and incorporated in a formal review after 3 months.

Wendy Foers requested that standby points now be identified

and agreed for each Sector and meetings between the Commander and Staff Side Reps should be held to enable this. It was agreed that these meetings should be arranged as a matter of urgency, and any difficulties reported to Karl Mullis not later than Monday 18 February. The agreements were to be implemented from 1st March 2002.

WF

Wendy Foers suggested that a joint bulletin be issued to inform staff of the current situation.

Eddie Brand asked whether monthly reviews on Complexes would take place. Wendy Foers advised that issues should be resolved quickly, as and when they arise. It was decided that the modernisation and pay agreements should be standing agenda items at Sector meetings and any issues that could not be resolved locally would then be raised at the A&E Sub Committee.

Following discussion regarding the current requirement that TQATs must complete one year before qualification, Wendy Foers advised that this was consistent with national practice. She advised that the Regional Health Authority had previously granted the LAS special dispensation regarding the one-year rule but the Service had decided not to take this up, due to the difficulties involved at that time for effectively assessing TQATs.

On the matter of local implementation discussions, Karl Mullis undertook to e-mail all the Commanders to advise them that meetings must be held and standby points agreed in each Sector.

It was agreed that Eddie Brand should be advised of any Staff Side issues arising and he would then advise Karl Mullis accordingly. It was agreed that a further implementation meeting would be arranged, if it was felt to be required and a corporate approach to the implementation of the agreements needed be agreed.

KM

It was confirmed that the standby points applied to ambulances only and RRUs were not part of these discussions.

03/02

Previous Minutes

The minutes of the previous meeting were agreed.

04/02 Matters Arising

4.1 Staff Safety Group

It was reported that Eric Roberts had nominated Steve Parker for the group. Tony Crabtree agreed to confirm the Staff Safety Group reporting line outside the meeting but advised that it was linked to the Risk Management Group and Corporate Health and Safety.

TC

4.2 Transfer Register

Steve Sale reported that the first draft of the Transfer Register proposal had been tabled at the Commanders Group and had been referred back for further work. He undertook to table the final document at the next A&E Sub Committee meeting if available.

SS

It was noted that the intention was to put in place an easily accessible, easy to follow transfer register for the whole Service.

4.3 Personal Insurance

Tony Crabtree advised that he had written to Steve Parker to confirm the answers which had been provided to the issues raised.

4.4 Relief Rosters

John O'Grady advised that the carry over of hours issue was delaying the rosters and reported that he had sent Eddie Brand three proposed solutions to circulate to Staff Side. Eddie Brand advised that he had received the proposals and intended to circulate them the following day for comment.

EB

John O'Grady advised that it was Service Policy not to give time off in lieu, therefore overtime payments were made if an individual works more hours than their shift but may owe hours at the end of the roster.

Dave Adamthwaite suggested that a 9-hour carry over was needed on the roster and it was unfair to relief staff to hold the new rosters back because of this one issue, which in fact seemed to be a problem only in one Sector. He suggested that the rosters could be implemented now with reference to the issue removed, pending a resolution.

Tony Crabtree advised that the particular Sector issue should be discussed outside the meeting, expressing concern that this was delaying implementation of a system which seemed to benefit the majority of affected staff, and which seemed to be supported by most of the representatives. It was agreed that Eddie Brand, on behalf of Staff Side, would give a formal response to John O'Grady regarding the proposed solutions.

EB

Eddie Brand asked for confirmation that night shifts would not be expected on adjustment days for the rosters. John O'Grady confirmed this and advised that only early and late shifts will be planned for these days.

4.5 Red Cross/St Johns Criteria

It was reported that the criteria for St Johns and Red Cross usage were being reviewed by Philip Selwood and Fionna Moore. Steve Sale advised that occasionally they may be sent to a Category A call if there was no LAS vehicle available at the time but a LAS vehicle would be sent to assist as soon as one became available.

4.6 Insurance Guidance following Kent Air Ambulance Crash

Tony Crabtree advised that this had been referred to the Trust's insurers for review.

Karl Mullis advised that the need to inform personal insurance companies was emphasised to staff seconded to HEMs.

4.7 Office Based OSM

Tony Crabtree confirmed that office based OSMs had now been included in the pay increase for operational staff and this had been paid in December salaries.

4.8 RRU

Steve Sale advised that the posts were permanent but the staff would not be, as it was not felt suitable for a member of staff to work on RRU indefinitely.

Steve Sale confirmed that Sectors would be funded for these posts and that when an ISSR was funded there would be an increase in the Sector's relief allocation.

Alan Bone asked if there was a policy regarding a set time that staff should work on the RRU. Steve Sale advised that this was decided at Sector level but secondments were usually for 6 months.

Ann Ball suggested that a corporate view and message was required regarding the definition of RRU.

4.9 Hospital Diverts

Tony Crabtree agreed to speak to Kathy Jones to confirm that the hospital divert protocol had been circulated. He further agreed to speak to John Pooley regarding the inclusion of this issue in operational training.

TC

It was confirmed that hospital staff had been advised of the protocol.

4.10 Bank Staff

Gordon Ballard agreed to circulate the written documentation regarding Bank staff to the members of the group and this would then be raised at the next A&E Sub Committee meeting.

GB/LJ

4.11 Membership of Group

It was proposed that Eddie Brand, in his capacity as Staff Side Chair, should be a member of this committee. Tony Crabtree agreed that this should be discussed at the next Joint Secretaries meeting.

Jt Secs

06/02 SCBUs

Dave Adamthwaite asked for confirmation as to whether the LAS should still be providing SCBU services now the PTS St Georges contract had been lost. Tony Crabtree agreed to speak to Lynn Sugg regarding this as the Service may be cross charging the new provider of the contract.

TC

07/02 Sector Re-alignment (New Main Stations)

Dave Adamthwaite asked for confirmation of the Service view on whether more changes were to be made on Sectors, in light of the recent establishment of 2 main stations. Ann Ball advised that she was not aware of any further realignment plans.

08/02 Conveyance of Mental Illness Patients

Steve Parker advised that Keith Jackson had given him a document regarding crews conveying mentally ill patients in police vans and had asked him to agree it on behalf of Staff Side. Karl Mullis agreed to raise this with Keith Jackson and report back at the next meeting.

KM

09/02 Any Other Business

Skill Mix

Tony Crabtree advised that the Service had expressed its commitment to reviewing skill mix, and that joint discussions would be held in due course, after the implementation of the initial modernisation agreements.

New A&E Vehicle

Staff Side asked for an update regarding the new Mercedes vehicle evaluation and trial being carried out. Steve Sale agreed to speak to Peter McDermott and report back at the next meeting.

SS

**Date of Next Meeting: 28th March 2002
14:00 hrs
Conference Room, LASHQ**