

**Minutes of the Meeting of the A&E Sub Committee  
Held on 11<sup>th</sup> October 2001  
10:00 to 12:00 hours  
St George's House**

**Present:**

Gordon Ballard	East Central Sector Rep
Alan Bone	South East Sector Rep
Tony Brown	South West Sector Rep
Tony Crabtree	HR Manager
Gary Edwards	West Sector Rep
John O'Grady	Senior Resource Manager
Steve Parker	North East Sector Rep
Steve Sale	Commander East Central
Andy Zuconni	Central Sector Rep

<b>01/01</b>	<b>Apologies for Absence</b>	<u><i>ACTION</i></u>
	<p>Apologies were received from Ann Ball, Martin Flaherty, Philip Selwood and Taff Imroth.</p> <p>Tony Crabtree advised the group that the membership of the group would normally consist of John O'Grady, Philip Selwood, Martin Flaherty, Ann Ball, the 7 Sector Staff Side Reps and a CAC Rep.</p>	
<b>02/01</b>	<b>Modernisation Talks</b>	
	Tony Crabtree advised that this item would be withdrawn from the agenda and addressed at a Special Staff Council Meeting.	
<b>03/01</b>	<b>Solo Responders</b>	
	<p>Alan Bone asked whether a decision would be made soon regarding Solo Responder posts being permanent or seconded positions. John O'Grady advised that there were currently 70 funded posts.</p> <p>Steve Sale advised that an RRU risk assessment had been carried out and that John Pooley wanted a 2 day driving course to be organised. He further advised that new RRU protocols had been issued to CAC and that the Commanders Group had been looking at the issues such as communications, stab vests etc.</p>	<i>Steve Sale</i>

	<p>Steve Sale undertook to send a copy of the protocols to Gordon Ballard.</p> <p>Concern was raised regarding the amount of equipment in the front of the RRU vehicle. Steve Sale advised that this was a trial and that feedback should highlight any problems regarding the vehicles.</p> <p>It was agreed that regular reports on the trial of the RRU would be sought by the group.</p> <p>Staff Side asked for confirmation on whether a single on a car would be used to crew up with a single on an ambulance if necessary. Steve Sale advised that concrete guidelines regarding when single staff should be taken off the road would be difficult to provide as a decision would be dependant on a number of factors. He advised that a decision should be made on the day and specific problems or incidents should be raised with Sector Commanders.</p>	<i>Steve Sale</i>
<b>04/01</b>	<b>ARV Evaluation</b>	
	<p>The group agreed that this was the same issue as the previous item (RRU).</p> <p>It was agreed that copies of the ARV report would be obtained for members of the group.</p>	<i>Steve Sale</i>
<b>05/01</b>	<b>Vehicle Daily Inspection</b>	
	<p>Steve Sale reported that he had spoken to Clive Tombs regarding this issue. He advised that any delay resulting from the shortened VDI must be recorded on the PRF form and A&amp;E1 and that any prolonged delay should be reported to CAC via radio and must also be recorded on the PRF form and A&amp;E1.</p> <p>Steve Sale advised the group that provided all delays or short VDI checks were correctly and accurately recorded on the PRF form and A&amp;E1, there should not be any problems regarding this issue.</p>	
<b>06/01</b>	<b>Links to Corporate Health &amp; Safety Committee</b>	
	Tony Crabtree raised the issue of the need for formal links and communication regarding Health and Safety issues for the	

	<p>Service. He advised that a Staff Safety Group meeting was scheduled for later that day to discuss the way forward and undertook to report back on issues raised at that meeting.</p> <p>The group agreed that progress reports should be made on a regular basis to the A&amp;E Staff Committee from the Health and Safety Committee in order to help communication.</p> <p>Tony Crabtree undertook to investigate the safety helmet issue, previously raised at the Ambulance Staff Committee.</p>	<p><i>Tony Crabtree</i></p> <p><i>Tony Crabtree</i></p>
<b>07/01</b>	<b>Any Other Business</b>	
	<p><b><u>Transfer Register</u></b></p> <p>The group were advised that initial proposals regarding a transfer register were being drafted by a sub group of the Commanders Group and that the views of Staff Side Reps would be sought.</p> <p>John O'Grady advised that this was an urgent issue and undertook to progress it further.</p> <p><b><u>Protocols</u></b></p> <p>Alan Bone asked for clarification regarding hospital diverts. Steve Sale advised that CAC should get confirmation and clarification from the hospital's Chief Executive regarding a divert. He further advised that the Operational Development Department usually re-issue protocols before the winter pressures period.</p> <p>The group agreed that Training Schools should be asked to explain this protocol in full to new staff on training courses.</p> <p><b><u>White Work</u></b></p> <p>Alan Bone raised concern regarding the 50 years of age criteria for white work staff on a recent vacancy bulletin.</p> <p>Tony Crabtree reported that this issue had been raised at a recent Staff Council meeting and that Wendy Foers had agreed to look at the wording of future adverts.</p> <p><b><u>Defibrillator Training</u></b></p> <p>Steve Sale advised that issues regarding such training should be raised with the Sector Training Co-ordinator.</p>	<p><i>John O'Grady</i></p> <p><i>Staff Side</i></p> <p><i>Staff Side</i></p>

	<p><b><u>Car Insurance</u></b>  Staff Side raised concern regarding staff's personal car insurance not being valid for travelling between ambulance stations.</p> <p>It was agreed that Staff Side would draft a list of questions regarding this issue which could be put to the Legal Services Dept for clarification.</p> <p><b><u>Agendas</u></b>  It was agreed that issues arising from Sector meetings should be fed into the A&amp;E Staff Committee agenda and Staff Side agreed to put forward proposals for preferred methods of ensuring this happens.</p>	
	<p><b>Date of Next Meeting: 6<sup>th</sup> December 2001  14:00 hrs  Conference Room</b></p>	