

**MOTORBIKE SPECIFICATION SUB-GROUP
MEETING MINUTES
13TH JANUARY 2008
LOMAN STREET MEETING ROOM – 10.00 – 12.00**

Present : Chris Vale Paul Farrow Eddie Brand Alan Arm Andy Street Graham Chalk Paul Candler (Part)	Apologies : Shaun Rock Ian Lee Jim Marr Michael Denning	
ITEM	ACTION	
1.	Introductions and Apologies	
2.	Notes of Sub-Group Meeting Minutes of the previous meeting held on 10 th November 2008 were agreed as a true record.	
3.	Matters Arising	
a.	Motorbike Purchasing Plans of Other Trusts PC will have responses from other Trusts by the end of this month.	PC
b.	Motorbike Specifications Used by Other Trusts/Police No further update.	
c.	Project Team – Nominate Purchasing Representative PC still to nominate a Purchasing Representative.	PC
4.	Project Documentation – Amended Project Brief and Plan This work will be run as a PRINCE2 project. All options to be investigated to ensure that the motor bikes can be ridden by “the greatest percentage of vehicle crew staff possible”. Choice may not be limited to one model of bike, but one manufacturer should be chosen for Fleet purposes regarding repair, spares etc.	
5.	Specification A thorough revision of the Overall Requirements, General Motorcycle Requirements and Electrical parts of the Generic Specification was agreed (attached), PF to talk to Andy Wilson in IM&T to make any necessary revisions to the Communications System section of the specification. This should reflect the change to Digital Radio and add Satellite Navigation as an option. All other sections remain unchanged.	PF

<p>6.</p>	<p>Equipment Review A definitive list of all MRU equipment carried to be supplied. AA requested that a Kendrick Splint be included. GC to seek approval from VEWG. GC also to make an assessment of equipment utilised by other Ambulance Trusts.</p>	<p>GC GC GC</p>
<p>7.</p>	<p>Timescales PC to issue a Prior Indication Notice (PIN) as soon as possible with a view to issuing a Tender Notice towards the end of 2009. This will cover all motorbike procurement over the next three years.</p>	<p>PC</p>
<p>DATE OF NEXT MEETING WEDNESDAY 25TH FEBRUARY 2009 10.00 – 12.00 POCOCK STREET MEETING ROOM</p>		