

## Vehicle & Equipment Working Group

### Terms of Reference

#### 1. Chair

Head of Operational Support

#### 2. Membership:

Chris Vale (Chair)	Head of Operational Support	Bow
Eddie Brand	Staff Side Chair	Romford
David Haylett	Staff Side Representative	Woolwich
Ian Lee	Staff Side Representative	Becontree
Mark Lione	Staff Side Representative	City & Hackney
Dave Smith	Staff Side Representative	Becontree
Tim Stephens	Staff Side Representative	Oval
Paul Stewart	Staff Side Representative	Pinner
Karen Walling	Staff Side Representative	Hillingdon
John Winnister (JW)	Staff Side Representative	Croydon
Gordon Ballard	Logistics Manager	Deptford
Dave Campbell	AOM	Bromley
Graham Chalk	Special Response Coordinator	Waterloo
Colin Jolly	Head of Fleet	Greenwich
Alison McKee	Purchasing	Pocock Street
Mick Maynard	Team Leader	Bromley
Steve Melhuish	Corporate Fleet Manager	Bow
Simon Parker	Workshop Manager	Croydon
Alan Payne	Duty Station Officer	Hillingdon
Nick Pope	Fleet Project Manager	Greenwich
Gary Ralph	Practice Learning Manager	Ilford
Chris Reeves	Emergency Planning Unit	Pocock Street
John Selby (JS)	Head of Safety & Risk	Pocock Street
David Selwood	Corporate Logistics Manager	Bow
Jayne Signorelli (JaS)	ECP	Isleworth
Lyn Sugg	Olympic Games Planning Office	Pocock Street
Jane Worthington (JaW)	Clinical Practice Manager	HQ
Scott Velleman (minutes)	Employee Support Services Business Manager	HQ

The group must also have representation from Risk and an operational Clinician (these may be drawn from the nominated Ambulance Trust representatives)

A Deputy Chair will be nominated by the group

#### 3. Reporting Relationship:

Senior Managers Group (SMG) via the director of Operations.

#### 4. Meeting frequency:

6 Weekly

**5. Review Date:**

Annually

**6. Quorum:**

The NSEG will be at quorum when 9 members are in attendance, inclusive of the Chair or Deputy Chair and an operational clinician

**7. Monitoring:**

The Chair will monitor the effectiveness of these Terms of Reference and report annually to the Director of Operations.

Minutes will be recorded and forwarded to the Director of Operations and circulated to group members

**8. Principle Objective:**

To develop and recommend to the Director of Operations a vehicle and equipment strategy for Emergency and Non Emergency (i.e. PTS) services as well as Urgent Care Services.

**9. Area Of Activity:**

Develop & recommend an equipment procurement strategy including maintenance

Develop & recommend a vehicle procurement strategy including maintenance

Provide specialist advice to the Trust and Carry out specific tasks on behalf of the Trust

Enable the production of a national equipment specification and facilitate the procurement process. Small working groups will be established to achieve this.

Develop a national framework for evaluation of potential new clinical equipment and bring equipment to the group to evaluate.

Proactively review equipment options in response to new guidance, legislation or regulation

Promote value for money, reduce costs and improve effectiveness and efficiency in line with 'Taking Healthcare to the Patient' recommendation 41.

Review whole life costs including replacement, maintenance and cost of replacement parts

Ensure patient and staff safety and improve the patient experience

Share information and 'Best Practice'

Monitor the life span and disposability of equipment in line with environmental concerns.