LONDON AMBULANCE SERVICE NHS TRUST
VEHICLE WORKING GROUP MINUTES
10TH FEBRUARY 2011
13.00 – 15.00
WATERLOO HQ CONFERENCE ROOM

Present:

Chris Vale	Head of Operational Support	Cody Road
Nick Pope	Fleet Projects	Cody Road
Andy Street	Safety & Risk	Pocock Street
Keith Bernasconi	EC Representative	Islington
Marcus Davis	C Staffside Rep	Rotherhithe
David Haylett	SE Rep	Woolwich
John Winnister	SW Health & Safety Rep	Croydon
Eddie Brand	Staff Side Chair	Romford
Jason Challen	PTS Manager	Camden
Simon Parker	Fleet Support Manager – West	Cody road

Apologies :

Steve Melhuish	Lynn Sugg	Gary Ralph
Alan Arm	Ian Lee	Bill Leaning
John Selby	David Campbell	

ITEM		ACTION
216/10	**Introductions and Apologies**	
217/10	**Previous Minutes** Minutes of the previous meeting held on 26th November 2010 were agreed as a true and accurate record.	
218/10	**Matters Arising** **218.01 Booster Seats** NP now has a statement from Mercedes. Seats are not suitable for persons under 4ft 11in. Booster seats are not considered suitable. He suggested that guidance and training on seat adjustments are given. **218.02 Alternative Tail Lift** 10 vehicles with the alternative tail lift have been ring fenced at Hillingdon, Fulham and Homerton for training purposes. **218.03 Airbags** This is still being investigated. SM to update at the next meeting. **218.04 Tyre Pressure Machine On Stations** Estates are waiting for a response from some stations as to where to place tyre pressure machines before going out to tender.	**SM**

	218.05 Radios JW reported that there are still vehicles with 1 or no radios, which is causing concern with Staffside. CV said that Kevin Brown is leading a review of the Radio Policy. CV to get an update from KB and distribute to the group. He added that more vehicles will be staying within their designated station in future which should help to reduce the problem.	**CV**
219/10	**Risk (Standing Item)** AS ran through the Risk updates. It was agreed that Item 4 should be removed from the list.	
220/10	**Fleet Plan 2010 / 2015** This is still being finalised. So far only A&E and FRU acquisitions have been agreed. All others e.g. EPU, HASMAT, DSO cars etc have yet to be agreed. Chris Howden is preparing a Business Case for FRU's. CV will update at the next meeting. JW enquired when will be the cars be in service. NP replied that once the Business Case is signed off there will be around a 6 month lead time and that they could be in service around December .	**CV**
221/10	**Ambulance Design Group** MK to get an update from DD and send out to the Group.	**MK**
222/10	**Ambulance Procurement (Standing Item)** 65 vehicles have been delivered by MacNeillie's. 24 former UVM part built vehicles will be delivered by end of June 2011.	
223/10	**FRU Procurement (Standing Item)** This item was covered under Item 220.	
224/10	**MRU Procurement (Standing Item)** No update.	
225/10	**Bariatric Vehicles (Standing Item)** 2 vehicles are in service and 1 is waiting for a radio. It was decided that Manger Elks should be installed on these vehicles. MK to identify any spare Manger Elks.	**MK**
226/10	**PTS Vehicles (Standing Item)** The plan is to remove 82 PTS vehicles from service. 10 cars and 10 Single Wheels chair vehicles have had a SPPP approved but it will need to re-submitted. NP added that 2 Mobile workshops have been delivered (a third is to be ordered). 5 Logistics Tender Vehicles, a Stretcher Workshops vehicle and 15 PLATO 4 x 4's are to be ordered.	

227/10	**Carry Chair Update (Standing Item)** Safety & Risk are taking the lead on this project. JW to set up a meeting with HD to organise a training plan. The trial at Romford is complete.	 **JW**
228/10	**Trolley Bed Update (Standing Item)** Missing Trolley Bed poles are a major issue. MK to arrange for MR to audit poles on vehicles. MK to talk to Karen Merritt to get the Equipment Support Personnel to collect any that may be left at Hospitals.	 **MK** **MK**
229/10	**Any Other Business** **229.01 Make Ready** JW said that Make Ready staff are putting ordinary black sacks into Clinical Waste bins and that as LAS pay for the disposal of clinical waste this becomes expensive. MK to raise with LSS. MK to arrange for a bulletin to be put into the RIB reminding staff of the correct clinical waste procedure. JW showed photographs of a vehicle that was supposed to have been made ready but was filthy. One photograph showed a cloth that had been wiped on the floor and was black. CV to raise with LSS. KB mentioned that Make Ready are not cleaning vehicles at Homerton (which is part of the Make Ready trial at hospitals) they are only changing bins. CV to raise with LSS. **229.02 Rear Roll Stops** JW enquired if there was an issue with metal flap rear roll stops as there had been 2 incidents at Croydon. SP replied that he was not aware of any but would take this up with SM and ask him to get workshops to perform an extra check on vehicles. **229.03 Movano Gear Boxes** JC stated that there was still an issue with Movano gear boxes. JC to sent SP a list of fleet numbers involved for him to investigate on Tranman. **229.04 Winter Tyres** SP said there had been good feedback received regarding winter tyres.	 **MK** **MK** **CV** **CV** **SP** **JC/SP**

DATE OF NEXT MEETING
18TH MAY 2011
WATERLOO HQ CONFERENCE ROOM
13.00 – 15.00