

OPERATIONAL PARTNERSHIP FORUM
24 JANUARY 2017, 1130PM-1330PM
CONFERENCE ROOM, GROUND FLOOR, HQ WATERLOO

Present:

Mark Hirst	Interim Director of Workforce (Chair)
Tony Crabtree	Deputy Director of Workforce
Kevin Bate	Deputy Director of Operations
Pauline Cranmer	Deputy Director of Operations
Peter Rhodes	Assistant Director of Operations
Stuart Crichton	Assistant Director of Operations
Charley Frampton	HR Manager – Employee Relations
Lindsay Koppenhol	HR Manager - Projects
Tim Stephens	Unison
Steve Johnson	Unison
Clive Tombs	GMB
Pete Hannell	Unison
Julie Cunnane	Unison
Tim Stephens	Unison

1. WELCOME AND APOLOGIES

1.1 Welcome

Mark Hirst welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Peter McKenna, Katy Millard, Eddie Brand, Natasha Wills and Brian Robinson.

3. MINUTES OF THE PREVIOUS MEETING

3.1 Other than reflecting that Katy Millard had not been present but had sent apologies, the minutes of the previous meeting (11 October 2016) were agreed.

3.2 Before the main agenda, Mark H suggested that there should be a discussion about future arrangements and membership of the Forum, returning to the principle that it should be a meaningful, decision-making group considering matters relating to operational staff across the Trust.

Tim S confirmed that this had been the intention when the Forum was first established, and that provided there was a supporting structure of local meetings, which would also serve to “filter” issues and prevent them being referred to this central point, staff side were supportive of the suggestion.

Membership was discussed, with Mark H proposing that the Forum be seen to be operationally-led, with Peter McKenna as management side chair. Chairing of the actual meetings would alternate between management and staff side as previously. HR would continue to attend and support the Forum, but it was suggested that Justin Wand (Deputy Director of Fleet and Logistics) and Nic Daw (Head of Transport, for NETS staff) be added to the standing membership.

The Deputy Directors of Operations would continue to attend, and the Assistant Directors of Operations would be represented by Peter Rhodes and Stuart Crichton. Other managers, for example representatives from the Medical Directorate and Clinical Education, would be co-opted as required by the agenda. The intention in future would be for minutes to be issued within two weeks of the meeting.

In terms of the staff side representation, Tim S confirmed that although the number of operational Sectors had reduced from 7 to 5, staff side remained of the view that their current arrangement was appropriate and ensured even distribution of and access to senior representatives. Tony C reflected that it may be necessary to review/revisit this in the future review of the Partnership Agreement.

Action: Tony C to amend terms of reference.

4. MATTERS ARISING

4.1 Stand-downs from traumatic incidents

Tony C confirmed that staff side had requested that, in the event that a crew felt unable to complete their shift even following a stand down after a distressing incident, this time would be deemed to be a “stand down” rather than sick leave. This was agreed, as was the fact that should the staff member(s) continue to be absent from duty then subsequent days would be recorded as sick leave, requiring the usual supporting documentation. Tony also reminded the Forum that the Managing attendance Policy (MAP) and Stress Management policies are to be reviewed, and will be submitted in due course to the Staff Council for ratification.

Staff Side welcomed this response and confirmation and asked that the situation be confirmed via a bulletin. Agreed.

Action: Tony C to draft bulletin for Kevin B

4.3 Job cycle time data

Staff side had requested the data that had been tabled at a number of engagement events in 2016. Although some representatives had attended these events, they had not done so in an “official” capacity, and staff side remained concerned that the proper consultative arrangements may not have been followed.

Tony C replied that he had now received the data that had been requested, but just needed to check the final detail and would then share this. Tony and Mark also stressed that the outputs from the work would be brought to OPF/Staff Council as necessary. Mark confirmed that the engagement events were not intended to bypass or undermine normal consultation, but that the opportunity for numbers of staff to be involved had, in his view, been very successful and welcomed by those present.

Stuart Crichton also outlined the work streams that had been or were being established since the events, covering FRUs, on scene guidance, back to basics and “blue” call guidance.

Re-deployment of Pregnant Paramedics

Staff Side had asked that the policy statement that deployment of pregnant operational Paramedics to the CHUB as a standard/default position be reviewed, not

least as they believed that it happened infrequently in practice. They suggested that wider-ranging consideration be given taken into account the practicalities of travel, the needs of the Service and best use of clinical knowledge and skills.

Pauline C advised that she intended, over time, to undertake a review of the arrangements, including future consideration of potential remote working opportunities. This was some way off, but would not prevent initial review. This would be reported to a future meeting, but would not be complete by March.

In response to further staff side questions and observations, Pauline also agreed to undertake the fitness standards applied to deployment (both temporary and permanent) to the CHUB. This would be guided by revisiting the understanding of whether it is an absolute requirement that paramedics in the CHUB be fully fit for operational duties.

Lindsay K was then asked to update on the practice of standing operational staff down from front-line duty immediately they advise their manager that they are pregnant. Lindsay had discussed the matter with the Consultant Mid-wife, and it was proposed that the maternity policy be altered to reflect that there should in future be individual consideration based upon risk assessment. This was welcomed by staff side.

Action: Pauline Cranmer to review redeployment arrangements

Action: ELT to consider amendment to policy/change in practice regarding individual consideration.

4.4 Annualised hours – unsocial hours treatment

Staff side had raised a concern regarding the treatment of unsocial hours' payments of staff on annualised hours as opposed to those self-rostering. Tony Crabtree advised that this matter remained outstanding, and proposed that he and Steve Johnson hold a further meeting to seek resolution. This was agreed.

Tony also confirmed that the current flexible working arrangements were under review. A concern appeared to have been high-lighted about staff on annualised hours/self-rostering working under- or over- their contracted hours. He would brief staff side in due course, but intervention and corrective action might be necessary in individual cases.

Action: Tony Crabtree and Steve Johnson to discuss

4.5 Mentored Students

Tony Crabtree and Tim Stephens had held a very positive meeting with Tina Ivanov, who had outlined plans to move to a new system of mentoring new paramedics/new staff which would be fully competence-based, not time-based. Once the proposals were agreed for implementation, Tina had offered to attend a future meeting of the Forum to give a full briefing. Tim confirmed that this had been agreed.

Action: Tina Ivanov to attend future meeting

4.6 Paramedic bags on station, including relief arrangements

Work was now well underway to reduce the need for staff, especially, relief staff to carry their paramedic bags with them to and from work and between stations. Mark

H observed that it seems that management and staff side are in agreement that the Trust should move to vehicle issued paramedic bags, so it is now a question of seeing how best to make this happen. Stuart C confirmed that a business case for inclusion of the paramedic bag within vehicle preparation arrangements was to be submitted to the Trust Board as soon as possible. This would also involve a different drug pack. Staff side welcomed this update.

On the general matter of relief arrangements, Peter R outlined the various issues that were being implemented to seek to improve the situation for relief staff and reduce the frequency with which they moved stations. These included allocation of permanent lines, "ghosting" and implementing transfer requests.

Tony also confirmed that the planned roster review would revisit flexible working and relief roster arrangements. Whilst an initial review of annualised hours working was undertaken a temporary "pause" on approval of requests for annualised hours had been implemented. Staff seeking flexible working were instead being invited to submit an alternative (fixed) roster for consideration.

Action: Stuart C to update on progress at Trust Board and also on review of rosters/relief arrangements to a future meeting.

4.7 CTL duties and responsibilities under MAP

Item covered in email correspondence between Tony C and Clive T, and minutes of last meeting.

5. **Band 6 for paramedics**

Mark H confirmed that a national agreement had now been reached, and implementation plans were being developed. Subject to final agreement of the job description, job evaluation/matching would take place in January/February in line with the agreement and national timetable. So, plans were still on track, including back pay (where applicable) in March salaries if at all possible.

A Director-led group had been established to consider any impact on other staff groups or roles, and also the band 5 newly qualified paramedic (preceptorship) role, and the impact of the national review of urgent and emergency care. Staff Side requested to be involved in the band 5 work. This was agreed.

ELT would consider the final draft job description. Staff side confirmed that the only remaining issue was that they believed that solo responding should be on a voluntary basis. Kevin B confirmed that Paul Woodrow had indicated that he was willing to accept this.

Action: Draft JD now agreed by staff side, for consideration by ELT.

6. **ANY OTHER BUSINESS**

6.1 C1 driving licence for IParas

Tony C advised that the position was unchanged, and the staff side request for TOIL for international paramedics undertaking C1 driver training had again been turned down. Staff side noted this, but were extremely disappointed and indicated that they would return to this matter in the future. Steve J indicated that he understood that SECAMB took a different stance, and this is a matter of frustration too for the IParas.

6.2 Trust mileage rate

Clive T asked whether the Trust mileage rate had been discontinued, as it seemed no longer to be available on the expenses system. Tony C confirmed that he had been made of this, but was still looking into how it had come about. The Trust mileage rate has not been discontinued to his knowledge.

7. DATE OF NEXT MEETINGS

Date	Time	Venue
Tuesday 27 March 2017	2pm-4pm	Conference Room , HQ Waterloo
Monday 29 May 2017	2pm-4pm	Conference Room , HQ Waterloo
Monday 31 July 2017	2pm-4pm	Conference Room , HQ Waterloo
Monday 25 September 2017	2pm-4pm	Conference Room , HQ Waterloo
Monday 20 November 2017	2pm-4pm	Conference Room , HQ Waterloo

It was noted that the next meeting may need to be rearranged due to annual leave commitments, and also that Mondays may not be the most convenient day to meet due to service commitments.

Action: Tony C to review meeting dates.