

**VEHICLE WORKING GROUP
8TH NOVEMBER 2017
14.00
WATERLOO HQ CONFERENCE ROOM**

Present : Justin Wand (Chair) Chris Vale David Leach Jason Challen Maureen Knight Nick Pope Paul Stewart Peter Rhodes Rob Bentley Simon Parker Steven Godfrey	Apologies : Adam Harding Brian Reynolds David Haylett Douglas Crates Eddie Brand Ian Lee Kerry Fowler Liam Lehane Marc Rainey Marcus Davis Paul Farrow Steven Pope
ITEM	ACTION
059/17	Introductions and Apologies
060/17	Minutes of Previous Meeting Minutes of the previous meeting held on 30 th August 2017 were agreed apart from : Item 058/17 Bariatric Vehicles JC informed NETS have 3 bariatric vehicles with no trained staff. This should read - staff need refresher training.
061/17	Further Actions / Matters Arising NETS Vehicle Carry Chair Serial Numbers – Carried Over PF is in the process of confirming serial numbers are being put on NETS carry chairs. PF to send out an update when completed. PF Risk Assessments - Ramp Vehicle – Carried Over H & S have carried out an ergonomic Risk Assessment, KF to distribute to the Group. KF New DCA's – Carried Over H & S to complete a Risk Assessment on the new DCA's tail lift. KF Trolley Bed Rack JW advised there is no crash tested track available for trolley beds. This item should come under Equipment Working Group. LP15 Location – Carried Over This item should be moved to Manual Handling Group. PS to take up with IL the Datix information regarding the position of the LP15 holder. PS

	<p>Bariatric Vehicles JW advised there is no update, this is waiting ELT approval and ELT need more information.</p> <p>NETS Vehicle Issue JC informed Fiat have issued a technical instruction for checking the system. Works are being carried out by Cartwright the convertor. JC advised of an incident where a vehicle had a faulty relay which was not corrected by the workshop and the vehicle was put back into service. JC to supply Fleet numbers of affected and put any incidents on Datix. NP will look at the issues.</p> <p>MRU Procurement RB advised the Business Case is complete but no further forward. At present there are 6 bikes in the workshop long term. Included in the Business Case are maintenance options - whether to outsource or maintain in house which will require an extra workshop technician. Leasing option are also being investigated. PR advised MRU/FRU rosters the Single Responder Model are both being looked at. MK to arrange a meeting with RB, JW, Paul Woodrow and Lorraine Bewes.</p> <p>NETS Vehicles – Side Windows Smashing JC has raised this as an incident on Datix. JC is waiting for a report.</p> <p>PCV Vehicles JW to talk to LL regarding retention of ICV Vehciles. DL to take the matter up at the next EPRR meeting. MK to arrange a meeting with LL</p>	<p>JC NP</p> <p>MK</p> <p>JC</p> <p>JW DL MK</p>
062/17	<p>Risk – Standing Item There has been an incident with a Scottish Ambulance vehicle catching fire. NP reported the fire started in the cab/engine area which travelled through the vehicle causing oxygen cylinders to explode. The matter is still under investigation.</p>	
063/17	<p>Ambulance Procurement – Standing Item NP reported 9 vehicles are in front line service at Isleworth and Hanwell. Training has been completed at Bromley, Friern Barnet and Deptford Fulham, Brent and Romford are undergoing Team Leader training. St. Helier and Waterloo is still outstanding.</p>	

	<p>NP reported good feedback from staff on LiA saying the vehicles had improved ride quality. NP will have feedback from users late January. New vehicles will be issued to complexes once training has been completed.</p>	
064/17	<p>FRU Procurement – Standing Item NP reported an order has been placed for 60 new Tiguans. The conversion specification will be the same and the convertor will be the same as the previous cars. NP added slight tweaking will be required to accommodate APP and IRO kit. Requirements are : 25 Clinical Team Leaders 20 FRU users 5 Various APP cars 10 IRO's A prototype should be ready before Christmas and cars in service by March. Lack of MDT's is an issue.</p>	
065/17	<p>MRU Procurement – Standing Item See Matters Arising.</p>	
066/17	<p>Bariatric Vehicles – Standing Item See Matters Arising.</p>	
067/17	<p>NETS Vehicles – Standing Item JC stated he was unsure of the Oxylitre servicing process. NP to send Karen Merritt a list of all vehicles with piped oxygen systems which are serviced every 6 months and re-piped every 7 years. JW requested this is entered onto Tranman. JC was advised the vehicle should be taken to the workshop for any faults regarding piped oxygen.</p>	<p>NP KM/JB</p>
068/17	<p>Emergency Planning / CBRN / HART New Vehicles DL advised EPRR are trialling the new MDT3 system. All new HART Fleet East vehicles are in operation. DL advised there have been a few teething problems. DL to send JW Risk Assessments for NARU and local. The 9 West vehicles are at Fulham for PDI's with 3 more to follow. Old Fleet will be decommissioned and communications taken out.</p> <p>Agent Antidote Kits A draft policy is with ELT for approval, once approved kits will be sent to VP Hubs. A replenishment programme to be supplied for when the kits go out of date and what budget should they be charged to.</p>	<p>DL</p>

	<p>There will be 4 kits per front line vehicle. DL to confirm numbers by vehicle type.</p> <p>Polaris Replacement DL advised this is on hold.</p>	DL
069/17	<p>Carry Chair Update KF is working on various packages for next years CSR. CV reported there has been an issue with the gas struts dropping down, the gas struts are being replaced at workshops.</p>	
070/17	<p>Trolley Bed Update CV informed there are two types of battery on trolley bed which are not compatible. A Business Case is being developed to replace the old type De Walt battery.</p>	
071/17	<p>Manual Handling Group Update Minutes from the last meeting were distributed to the VWG Group. Kevin Bate is now Chair of the Manual Handling Group, membership and TOR are being reviewed. KF is reviewing manual handling incidents. A Business Case has been prepared to replace Version 1 Manger Elks and is with Finance for approval.</p>	
072/17	<p>Any Other Business</p> <p>Sharps Boxes PS enquired about the procedure for replacing sharps boxes where the lid has snapped off. CV advised they should be changed by Vehicle Preparation.</p> <p>PTS Vehicles JC advised PTS vehicles have been replaced with NETS. JC will decommission the PTS vehicles and enquired if some of the better vehicles should be kept back. PR requested some are kept back. JW asked PR to provide justification for keeping back vehicles.</p> <p>Electric Vehicles CRU are looking at an electric van. JW advised Electric/Hybrid vehicle options are being investigated for trial and evaluation. Estate and Workshop perspectives will also be looked at.</p>	PR
<p>DATE OF NEXT MEETING 18TH JANUARY 2018 14.00 WATERLOO HQ CONFERENCE ROOM</p>		