



**OPERATIONAL PARTNERSHIP FORUM
7 AUGUST 2017, 1400-1530 HOURS
CONFERENCE ROOM, GROUND FLOOR, HQ WATERLOO**

Present:

Patricia Grealish	Director of People and Organisational Development (Chair)
Tracey Watts	Deputy Director of People and Organisational Development
Peter McKenna	Deputy Director of Operations
Kevin Bate	Deputy Director of Operations
Pauline Cranmer	Deputy Director of Operations
Tina Ivanov	Deputy Director of Clinical Education and Standards (for agenda item on Mentored Students)
Peter Rhodes	Assistant Director of Operations
Stuart Crichton	Assistant Director of Operations
Ian Johns	Assistant Director of Operations
Lindsay Koppenhol	HR Manager - Projects
Sanchia Lyons	HR Manager
Eddie Brand	Unison
Steve Johnson	Unison
Wendy Cox	Unison
Pete Hannell	Unison
Julie Cunnane	Unison
Paul Chiddington	Unison

1. WELCOME AND APOLOGIES

1.1 Welcome

Patricia Grealish welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Justin Wand, Clive Tombs, Tim Stephens, Marcus Davis.

3. MINUTES OF THE PREVIOUS MEETING

3.1 The minutes of the previous meeting held on 24 January 2017 were agreed.

4. MATTERS ARISING/ACTION LOG

4.1 Terms of Reference

Terms of Reference for the Forum to be reviewed and agreed.

ACTION: PG to meet with EB and TS.

4.2 Stand-downs from traumatic incidents

Tony Crabtree had agreed to draft a bulletin. PR confirmed operational managers were updated and Gareth Hughes needed to create an abstraction note on GRS to ensure accurate reporting.

ACTION: TW to draft bulletin.

4.3 &

4.4 Re-deployment of Pregnant Paramedics

Staff Side thought the tone of the policy was forcing pregnant paramedics to take exams/assessments before being deployed into the CHUB. LK said a risk assessment had been created as not all staff wanted to transfer to the CHUB.

ACTION: PC to review staff moving into the CHUB
LK to check whether risk assessment document finalised

4.5 Annualised hours – unsocial hours treatment

This matter remains unresolved and will take to Staff Council.

4.6 Mentored Students

TI attended the meeting to update the forum on mentored students.

PH stated that a number of groups are uncertain how to achieve B6 status.

TI responded there is a portfolio document setting out the competencies and requirements. An example portfolio is being created to help support staff on the NQP.

The two year timeframe is a national standard and there is no national agreement to fast track. However, it is acknowledged the Apprentice Paramedics are a unique group and there may be an opportunity in the future to fast track. There is no decision on the Academy Group.

All information is available on the Pulse.

4.7 Paramedic bags on station, including relief arrangements

SC confirmed paramedics now had access to paramedic bags on station

CLOSED.

4.8 Job Description for Band 6 Paramedics

Completed

CLOSED

5. INTELLIGENT CONVEYANCE

Pauline Cramner provided the meeting with an overview of the Intelligent Conveyance model. She explained Intelligent Conveyance had been in place since 2013 although there is no Standard Operating Procedure to support it. NHS England conducted a review last year and set out recommendation and there is a need to establish a clear set of guidelines for EOC with expectations to be issued for operational crews.

In response to questions from the forum, PC explained that patients would be directed to the next hospital, however, if the ED was under pressure, a patient may have to travel further, but this would be exceptional. It was acknowledged that the information needs to be timely and accurate. In the cases of patients who are elderly or have limited support, this would be captured within an exemptions list. In some cases, patients would be move back closer to home when possible (repatriation). With regard to late finishes, a balance will need to be struck and if the closest ED is under pressure, crews may need to travel to the next closest or the most appropriate ED. ECIP was launched in July looking to reduced ED delays. ECIP will consider whether there are any benefits of re-introducing Hospital Liaison Officers.

A procedure will be drafted by the end of August and will be brought to the forum in September.

ACTION: PC

6. ARP

SC distributed two documents relating to ARP.

ARP was launched by the Government on 13 July 2017. Research was undertaken by Sheffield Hallam University. NHSE website has all the up to date documents.

Three pilot sites have been identified. The go live date is scheduled for 4 October 2017.

Briefing sessions for operational managers will take place second week of September. EOC will see significant changes. The model will develop and will be more ambulance based rather than solo responder based.

ACTION: SC to update at September meeting.

7. OWR and PDR PROCESS (changes during raised REAP)

JC raised the issue of cancelled OWRs and PDRs. She stated it takes a lot of planning to ensure they are completed and they are often difficult to reschedule with some taking up to six months to rearrange. One team leader has cancelled 11 between April and June.

PMcK acknowledged REAP is a blunt national tool however, it can now be used as a local tool. REAP is reviewed every morning at SDG. OWRs can be completed whilst on shift. In 2016, completion rate was 85%, while the 2017 rate is lower, it is over 50%.

PMcK apologised that the OWR's are being cancelled but hopes the recruitment of team leaders and the Ops restructure will help.

PH said team leaders are frustrated and being used to help fill the gaps.

8. FLEXI WORKING & ANNUALISED HOURS

SJ stated that new flexible working requests and annualised hours requests are being refused and asked for an update.

PMcK confirmed the policy is being reviewed, however, requests from staff should be submitted and be reviewed at GSM level in the first instance. He added the provision of annualised hours contracts would continue but would move to a more business needs approach.

ACTION: PG

9. EOC – Penalties if off sick

The policy is different for EOC staff compared to frontline staff (ambulance/road crews) which is unfair and divisive.

PC acknowledged the policy is different and the Trust should be treating all staff equably.

PG agreed there should be a consistent approach.

ACTION: PC & PMcK

10. ESTATES

Two years ago, Andrew Grimshaw said there would be an estates strategy and staff side would be involved with its' development. To date, staff side have not received any information or updates.

PG confirmed it was the Trust's intention to have a strategy and to involve staff side. However, there are no updates at present.

ACTION: PG to notify the forum who will lead on the Estates Strategy.

11. INAPPROPRIATE CALL DESPATCH TO CREW IN ‘RED 1 WINDOW’

This issue has been raised with Simon Harding [General Manager, EOC] and efforts are being made to correct the inappropriate dispatch of resources in the RED 1 Window.

ACTION: PC to meet with SJ

12. ANY OTHER BUSINESS

12.1 Rest Breaks

EB expressed his disappointment on the circulation of the Rest Breaks Paper

PG agreed it was disappointing. The paper had not been for circulation but a draft to use as a discussion document.

13. DATE OF NEXT MEETINGS

Date	Time	Venue
Thursday 19 October 2017	2pm-4pm	Conference Room , HQ Waterloo
Friday 8 December 2017	10am-1pm	Conference Room , HQ Waterloo

It was noted that the next meeting clashes with CEO review.

Action: PG to confirm whether meeting will go ahead.