

**OPERATIONAL PARTNERSHIP FORUM
TUESDAY 11 OCTOBER 2016, 2PM-4PM
CONFERENCE ROOM, GROUND FLOOR, HQ WATERLOO**

Present:

Mark Hirst	Interim Director of Workforce (Chair)
Tony Crabtree	Deputy Director of Workforce
Peter McKenna	Deputy Director of Operations Sector Services
Katy Millard	Deputy Director of Operations Control Services
Clive Tombs	GMB
Eddie Brand	Unison (staff Side Chair)
Steve Johnson	Unison
Brian Robinson	Unison
Julie Cunnane	Unison
Tim Stephens	Unison

In attendance:

Janet Silvera Note Taker

1. WELCOME AND APOLOGIES

1.1 Welcome

Mark Hirst welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Peter Hannell, Wendy Cox, Katy Millard, Kevin Bate and Charley Frampton.

- 1.3 Mark Hirst apologised for the fact that the consultative committee meetings had been somewhat irregular in recent months, and made a commitment to ensure that the arrangements for partnership meetings would be in place in future. He asked the unions to confirm with Janet Silvera who should be in attendance at the meetings.

3. MINUTES OF THE PREVIOUS MEETING

- 3.1 The minutes of the previous meeting were agreed.

4. MATTERS ARISING

Before discussing outstanding actions, Eddie Brand expressed concern at the lengthy delay in receiving responses to some issues and concerns. Mark Hirst acknowledged this and re-iterated his commitment to effective partnership arrangements in the future.

4.1 Datix training for health and safety reps

Peter McKenna confirmed that, to date, four health and safety representatives have received Datix training. He asked that staff side advised other representatives that if they wish to access this training they should email Nathan Coleman and arrangements will be made.

4.2 Stand-downs from traumatic incidents

On a general point, it was confirmed that the Managing attendance Policy (MAP) is to be reviewed, and will be submitted in due course to the Staff Council for ratification.

Staff Side had raised a specific point about arrangements to stand staff down after difficult calls/traumatic incidents, as they believed that the arrangements had been changed. Tony Crabtree stated that his understanding is that staff can and are being stood down, and that this is in accordance with the Stress Management policy rather than MAP. Since the Stress Management policy is also due for review there is an opportunity to further clarify the situation.

Staff Side referred to an email sent to managers some time ago which appeared to contradict this position. Peter McKenna said that this message had been withdrawn, but that he would also write to the Assistant Directors of Operations to emphasise that each case needs to be looked at on a case by case basis. He also advised that Advanced Paramedics and Clinical Team Leaders undertake staff welfare on scene.

4.3 Re-deployment of Pregnant Paramedics (including number of pregnant paramedics)

Mark Hirst advised that Charley Frampton has undertaken a review of the re-deployment of pregnant operational Paramedics policy. Tony Crabtree explained that the re-deployment of pregnant paramedics to the Clinical Hub as a default position introduced for what was then a new service and to make best use of paramedic skills and knowledge. It is possible, however, that in the future other opportunities may also arise. Peter McKenna stressed the need for meaningful alternative employment to be identified for any and all pregnant staff for the same reason.

Clive Tombs suggested that there was inconsistency in the arrangements, since staff wishing to be permanently deployed to the CHUB had to be fit to undertake operational shifts too. Mark Hirst stated that an employer has a duty to safeguard the welfare of pregnant staff undertaking frontline operational shifts.

Action: Tony Crabtree and Katy Millard to review current arrangements regarding deployment to CHUB

4.4 Annualised hours – unsocial hours treatment

Tony Crabtree confirmed that he was working with Gareth Hughes to understand the issue relating to unsocial hours arrangements for those working annualised hours compared to those on a self-rostering arrangement..

Action: Tony Crabtree and Steve Johnson to discuss

4.5 FRU Review

Steve Johnson advised that he spoke to Stuart Crichton who is part of a group co-ordinating an FRU dispatch trial in the south west and in particular arrangements for their rest breaks. He asked that staff side be informed of the outcome of the trial ahead of any decision whether to continue the trial as a pilot or to go live and extend the arrangements.

4.6 Mentored Students (including payments)

Tony Crabtree has discussed staff side concerns with Tina Ivanov, who has confirmed that she is reviewing all mentoring arrangements and intends to move fully to a competence-based approach rather than “time served” being a key criterion. Tina had offered to meet staff side to explain further.

Action: Tony Crabtree and Tim Stephens to meet Tina Ivanov

4.7 Relief staff (including staff transporting equipment between stations/shifts)

Increasingly, relief staff prefer not to carry their paramedic bags with them at all times/as personal issue. There is a particular problem for IParas, since many use public transport and they are regularly required to work from alternative stations. Staff side has therefore requested that paramedic bags be available on station for those who do not wish to carry them on public transport.

Peter McKenna indicated that many stations already had this arrangement in place, so it may be an issue of consistency of availability. In his view, ultimately the bag should be on the vehicle.

Action: Tony/Peter to check current arrangements with a view to bags being available at all stations in the first instance. Longer term – review whether all bags should be vehicle based, not personal issue.

Action: Eddie Brand also to let Peter McKenna know which locations staff side believe do not have bags available.

4.8 NETS Staff and Rest Breaks

It was noted that NETS are required to work 10 hours or more in order to be eligible for a 45 minute break.

4.10 Number of front-line staff with less than three years of employment

Details were provided to staff side of the latest breakdown of length of service for front-line staff.

2.2.8 Taxis

Staff Side reiterated the request to provide taxis to take home operational staff whose shift finished after 11pm/in the early hours, when public transport options are limited. Again, this was a particular issue for the IParas. Peter McKenna stated this request had already been considered but had been turned down as being both inappropriate and not financially viable. That remained the position.

5. **Band 6 for paramedics**

Mark Hirst summarised the position regarding the on-going local discussions on Band 6 for paramedics. These had been constructive and had resulted in the Trust being close to an agreement. However, the discussions had been running in parallel with national negotiations on the same matter, and as a result the Trust was now required to halt local talks and await the final position nationally. He remained

confident, however, that a solution would be found and implementation of band 6 would be achieved.

Work on the job description could continue. Consideration is being given to including reference to solo responders.

Action: Joint Work to finalise a current paramedic job description to continue.

6. Job Cycle Times (JCT)

Positive feedback had been received following recent engagement events to undertake work on identifying potential improvements to job cycle time, to which the unions had been invited. Consideration was now being given to the comments and suggestions, and the matter would be brought to a future meeting of OPF for discussion.

Staff Side requested a copy of any data shared at these events.

Action: Tony to check availability of data.

7. REST BREAKS

Staff Side confirmed that neither Unison nor GMB would be willing to discuss revised rest break arrangements whilst the paramedic banding issue remained unresolved. Whilst noting this, Mark Hirst advised that a revised Rest Break Policy is being drafted and he expected that this would be shared with unions in the next few days.

Action: Mark to send Revised Draft Rest Break Policy to unions

8. MANAGEMENT RESTRUCTURE REVIEW - UPDATE REQUEST

- 8.1 In response to a question regarding a further management restructure Mark Hirst advised that he was not aware of any plan to undertake a fundamental restructure. However, some roles and bandings were to be reviewed at the request of post-holders. The recently announced move to 5 Sectors had required a review to ADO port folios, but there were no changes to posts below that level. Mark would re-confirm with Paul Woodrow.

9. CTL WORKLOAD/STAFF RATIOS/TIME SPENT ON PATIENT FACTING DUTIES/ABSENCE CALL BACKS

Steve Johnson suggested that there is low morale amongst CTL's as a result of the operational restructure and the remaining vacancy levels. Peter McKenna advised that thirty six CTL's have been employed in the last year with an additional 12-24 CTL's being recruited in the coming year. Peter McKenna stated that, despite operational pressures and external scrutiny, both Paul Woodrow and himself are defending the CTL's 50:50 split between operational and office-based working.

10. CTL UNDERTAKING ACTIONS UNDER MAP

Clive suggested that CTL's were being required to undertake Managing Attendance Policy (MAP) actions which exceeded the level of responsibility set out both in the policy itself and within their job description. Peter McKenna confirmed that CTL's would manage the informal process which they will present to their manager who will undertake the formal stage of preparing packs and presenting. Tony confirmed that

this was his understanding and that this was in line with the policy and the job description. However, he would review the wording of both documents and respond to Clive.

Action: Tony Crabtree to review the CTL job description and MAP policy and respond to Clive Tombs

11. ANY OTHER BUSINESS

11.1 C1 driving licence for IParas

Staff side requested that Australian paramedics undertaking their C1 driving qualification be supported by allowing some time off in lieu. Peter McKenna advised that the service pays for Australian overseas students to undertake their C1 training, but that it would not be possible to give time in lieu as well.

11.2 Overtime/Annual Leave

Staff Side requested that the same Christmas arrangements apply as had operated in 2015, meaning that staff who have booked annual leave would not be able to work the shift as overtime instead. This had been well-received by staff. This request was agreed.

Action: Kevin Bate to inform Gareth Hughes

11.3 December Payday

It was noted that the payday in December is likely to be Thursday 22 December or the last working day before Christmas. This is to be confirmed and published in the RIB.

12. DATE OF NEXT MEETINGS

Date	Time	Venue
Tuesday 24 January 2017	11:30-1:30pm	Conference Room , HQ Waterloo
Thursday 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

The meeting ended at 16.02pm

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