



**BRANCH EXECUTIVE COMMITTEE MEETING  
HELD ON WEDNESDAY, 6 DECEMBER 2017 AT  
EAST GRINSTEAD TOWN HALL**

Present: Bryan Hopperton, Barnaby Hopperton (Guest), Clive Goddard (Branch Chair), Kevin Hedges, Kevin Long (Treasurer), Roger Laxton, Gary Turley, Stephanie Cesana (Strategic Officer), Pete Steventon (Branch Secretary), Ann Sephton (Minute Taker)

**CLIVE GODDARD IN THE CHAIR**

<b>Item</b>	<b>AGENDA</b>	<b>ACTION</b>
<b>28/17</b>	<b>INTRODUCTIONS</b> – No introductions were necessary as we all knew one another. Barnaby was welcomed to the meeting.	
<b>29/17</b>	<b>APOLOGIES</b> – James Apps, Nigel Sweet and Pip Griffin	
<b>30/17</b>	<p><b>MINUTES OF MEETING OF 6 September</b></p> <p><b>Holiday Ruling by SCAS</b> - SECAmb has currently, has not put anything in place, for implementing changes to ensure average earnings are paid whilst taking annual leave. The Trust have said they are awaiting the outcome of the legal appeal by Unison to the courts, to include voluntary overtime as this agreement is for compulsory overtime only.</p> <p><b>TOIL</b> – this is an RCN problem and although Pete was willing to send the paperwork to Stephanie to obtain legal advice. It was decided to wait on RCN result.</p> <p><b>Advanced Technician Grievance</b> – Trust did not uphold the Grievance. There has been 3 Appeals and still not accepted.</p> <p><b>Overpayments</b> – there appears to be a law which allows Employers to recover overpayments. There are 3 basic principles:</p> <ol style="list-style-type: none"> <li>1. It is the Employer's mistake.</li> <li>2. Reasonable to say you were not being overpaid.</li> <li>3. Spent the money to your disadvantage.</li> </ol>	

	<p>However, the Trust is saying that it is the employee's problem. Seeking guidance from Unison region, the Employer can go back as far as they like. There is no generic precedent, it is on individual's circumstances, on how the overpayment came about. The question was raised, is there a flaw in the system that these overpayments are happening? The Employer can take 25% of your salary without telling you or the whole lot if you are leaving.</p> <p><b>Banstead</b> - What has happened to Banstead? A business case has been put together to see whether it is cost effective to keep the Banstead site, against the cost of relocation those staff and departments that are currently still working there. Coxheath is being kept for another 5 years.</p> <p>The Minutes were agreed with the amendment of the RCN Legal Document.</p>	
31/17	<p><b>MATTERS ARISING</b></p> <p><b>Item 26/17 Meal Break</b> - The staff have fed back but not enough to change the policy. The meal break policy will go live by the end of the week. The Trust wanted it to go live on 1 December but CAD has to be assured that it could cope. Meal breaks window has been reduced and a payment of 2 x £5 is available to claim under certain criteria.</p> <p><b>Item 26/17 Toil</b> – this has been covered earlier.</p> <p><b>Item 27/17 – JPF Changes to Unsocial Hours</b> – The Trust and unions are working on a new USH policy. In short, if your rota shows 25% USH then this is what you will be paid unless you have had 28 days or more of changes to low % shifts. Protected time around training. Also looking at various shift start times of Mon – Friday working, Links and full rotation of night and days.</p> <p><b>Item 27/17 – NQP Collective Grievance Update</b> –</p> <p>Collective grievance has moved into individual circumstances grievances around the implementation of the band 5 / 6. Band 5 NQP's are concerned that the Trust is using them as band 6 working and there needs to be clear differences between to 2 roles.</p> <p><b>Item 27/17 Single Grievance</b> was discussed earlier.</p>	

31/17	<b>OBJECTIVE 2 – RECRUITMENT AND RETENTION</b>	
	<p><b>Recruitment Figures</b> - reported at meeting.</p> <p><b>DOCAS</b> – this will come into effect from 1 April 2018 and UNISON is keen to get an agreement signed. UNISON will be charged 2% for this service. We have a caveat that should this position change we will look at it again.</p> <p><b>DONATION To Health &amp; Wellbeing at Crawley</b> – discussion took place as to whether it covered all staff. It was agreed that UNISON’s name would be seen for the items we covered. It was agreed to donate the seating at a cost of £330.</p> <p><b>No. of Cases being Represented</b></p> <p><b>Bryan</b> – 8 cases  <b>Pete</b> - 3 suspensions; 2 grievances; 2 long term sick and day-to-day problems  <b>Kevin L</b> – 0  <b>Kevin H</b> – 1 long term sickness  <b>Dave</b> – lot of telephoning and face-to-face advice  <b>Clive</b> – 6 cases  <b>Roger</b> – has been busy with PrimeCare who transferred to IC24 and also with BUPA who are being tuped.  <b>Caseworkers to date have covered 128 Nursing Home and Private Company employees requiring assistance.</b></p> <p><b>Pete</b> also reported on Suspensions. The Trust have reviewed on who makes decisions on Suspensions. The Director of Ops and HR Director/Suitable Director will be the people in the Trust who give authority where a suspension is necessary. There is a Director available 24/7.</p> <p><b>Recruitment Inductions</b> – Next one is 13 January at Crawley. It is now very difficult as the recruitment inductions have been cut down to half a day. There was a suggestion that we use Apps and Instragram if we can get the names of who will be attending inductions. We could also email them.</p> <p><b>FINANCE (Brought forward)</b></p> <p>Kevin reported that the Branch funds were holding up well. There are outgoings which should be covered by National. National are also looking at the status of Caseworkers whether they are team employees or self-employed. Membership holding up fairly well. DOCAS needs to be paid monthly but at present this is being paid by National. TC Group suppliers are insisting we have a credit, so we will place an order to clear this. Kevin reported that he will be standing again at the AGM.</p>	

	<p><b>JPF Business Update</b> – Pete raised the Toil issue. If employees do not use it within 3 months it should be paid. At present SECAMB allows it to accumulate and this should not be happening. Due to the mobility clause in contracts, employees cannot claim redundancy and mileage. Policy wise JPF is swamped with policies as CCG criticised that they were not updated or not in place.. Quite a few policies have gone through with minor amendments . Annual leave to be looked at in January. There was a discussion around food on board ambulances and people will be sent to the nearest station to have their meal break. We raised there is a lack of consistency as to which Band some people are working under. The Trust ARP went live on 24 November. Category Red 1 and 2 they are now C1 and the response time is 15 minutes; C2 – 18 minutes; C3 – 105 minutes and C4 – 3 hours.</p> <p>Asbestos Management/Gas/Water who is responsible for this and it has fallen between two rocks. Ryden were looking after this which needs to be signed off.</p> <p>The Trust is looking at Recruitment and Retention for roles that are difficult to recruit to i.e. Eoc call takers that have a 60% leaving rate.</p>	
32/17	<p><b>OBJECTIVE 2 – NEGOTIATION, BARGAINING &amp; PROMOTION OF EQUALITY</b></p> <p><b>Welfare Reps Update.</b> No report. Still no Welfare Rep coming forward for the West.</p> <p><b>111 Update</b> – We have one member away on a steward’s course. Integrated hub being looked at and a Clinician has to approve an ambulance and the privates are not doing this. They send ambulances. We are working with Medoc for integrated working. CCG are looking back into Counties and CCG in Sussex want SECAMB. Our staff are paid Band 2 as this is the National recognition profile for the job of call takers. All other Trusts are paying Band 3. This is another area which is being looked at for recruitment and retention as the Trust struggles to recruit and retain the call taker role.</p> <p><b>Health Conference and National Conference</b></p> <p><b>Pete, Nigel plus a woman member for Health Conference</b> Clive agreed to attend Health conference if no one else puts their name forward.</p> <p><b>Dave plus woman member for National Conference.</b></p>	

Item	Agenda	Action
33/17	<p><b>OBJECTIVE 3 – CAMPAIGNING &amp; PROMOTING UNISON</b></p> <p><b>DOCAS</b> agreement has been signed off with a caveat that if the position changes we will discuss again.</p>	
34/17	<p><b>OBJECTIVE 4 – DEVELOPING AN EFFICIENT &amp; EFFECTIVE UNION</b></p> <p><b>Finance Report</b> – given earlier in the agenda.</p> <p><b>New Data Protection Act (now called GDPR)</b> – this comes into Law in May 2018. SECamb Intranet no doubt will be made secure and emails among employees will not need to be encrypted. The Branch Administrator and Caseworkers will need to encrypt their emails.</p> <p>At present people could pay £10 and all information held on them had to be given to them within 30 days. This will now be scrapped. Information will be supplied in a protected format and has to be given within 30 days. At present no charge has been given.</p>	
35/17	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Bullying &amp; Harassment</b> – lots of independent investigations going on. Managers are more wary of their behaviour. This is being taken seriously.</p> <p><b>Report on Asbestos at Farnborough</b> – to be sent up to UNISON for comments by Alan Lofthouse.</p> <p>Stephanie thanked the Branch for her time with them as Strategic Officer. Pete in turn thanked Stephanie for all the help and support given to him personally and all the work done on behalf of our Branch which was very much appreciated.</p>	DW
36/17	<p><b>DATES OF NEXT MEETINGS</b></p> <p><b>AGM – Monday 26 February 2018 6.00 pm – 8.00 pm</b></p> <p><b>Branch Executive Meetings</b>   <b>11 April 2018</b>    <b>11 July 2018</b>    <b>10 October 2018</b>    <b>12 December 2018</b></p> <p><b>Commencing 10.00 am – 3.00 pm</b>  <b>ALL MEETINGS TO BE HELD AT EAST GRINSTEAD TOWN HALL</b></p>	