



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

Present: Mike Beadle, Bryan Hopperton, Clive Goddard (Branch Chair),  
Kevin Long (Treasurer), Roger Laxton, Gary Turley, Nigel Sweet,  
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>23/17</b>	<b>Introductions</b> – The Chair asked everyone to introduce themselves for the benefit of our new member.	
<b>24/17</b>	<b>Apologies</b> - Amanda Sands, Graham Furlonger, James Apps, Kevin Hedges, David Wallace, Pip Griffin, Tams Evans	
<b>25/17</b>	<b>Minutes of 5 July 2017</b> – after changing Audits carried out by Gary from every Monday to every month, the Minutes were accepted as a true record.	
<b>26/17</b>	<p><b>Matters Arising – Meal Break</b> this has stalled somewhat and has gone out to staff for feedback. Will be discussed at the next meeting to see whether the policy has changed. There are lots happening in the background although others things are taking precedent it has not been ruled out.</p> <p><b>Holiday Ruling by SCAS and East England</b> – they went to a Tribunal and won. The Court ruled that the people should have an average salary over the year and not a financial detriment whilst taking annual leave and UNISON are appealing the ruling that it should not be on statutory annual leave alone and should be based on all Agenda for change annual leave entitlement</p> <p><b>Update on Restructures</b> - The Trust were not keeping the unions up to speed on planned restructures that were going on but they have now given us a list. Estates, Fleet, IT, Make Ready Management Structure and Scheduling are all in a restructure. Safeguarding is also on the list. There are appropriate restructure procedure documents which are being used and we are representing members as required.</p>	

	<p><b>Bullying &amp; Harassment Update</b> – Following on from the CQC Report Professor Lewis brought in his team. He interviewed 250 members of staff. The Report was made public. Staff engagements are being held and the Trust are doing whatever they can to assure all staff that Bullying &amp; Harassment will not be tolerated.</p> <p><b>RCN Toil Legal Advice Update</b> – it is a 111 issue but RCN are still waiting clarification and will feed back when known. Toil not being paid for statutory days. Our Trust has bought out Bank Holidays. 111 have some written words that they state they are entitled to Toil but one would need to work every Bank Holiday to get Toil. UNISON now willing to get legal advice. Pete / Bryan to send document to Steph. The Agreement should read 60 hours extra holiday days but this has been bought out.</p>	<b>PS/Steph</b>
<p><b>27/17</b></p> <p><b>27/18</b></p> <p><b>27/19</b></p> <p><b>27/20</b></p> <p><b>27/21</b></p> <p><b>27/22</b></p>	<p><b>OBJECTIVE ONE – RECRUITMENT &amp; REPRESENTATION</b></p> <p><b>Recruitment Figures</b> were reported at the meeting.</p> <p><b>No. of Cases being Represented:</b></p> <p><b>Pete</b> – 1 forced resignation; 2 gross misconduct; 2 Bullying &amp; Harassment; 4 suspensions; 3 overpayment cases; 4 Grievances  <b>Nigel</b> – numerous cases of gross misconduct and Bullying &amp; Harassment, Sickness  <b>Gary</b> - 0  <b>Kevin</b> – 0  <b>Roger</b> – 3 disciplinaries; 1 dismissal; 1 suspension; 2 NMC  <b>Pip</b> - reported 1 Stage 3 with excellent outcome  <b>Clive</b> - 1 fact finding; 1 other</p> <p>There was discussion around who should be doing NMC’s and it should go to the Region. Roger was thanked for what he did.</p> <p><b>Senior Reps Representation Feedback</b> – this was done along with the above.</p> <p><b>Recruitment Inductions</b> – we have a corporate induction every month and we send 3 Reps per event.</p> <p><b>JFP Business</b> – The focus is on CQC must do’s with reference to out-of-date policies. The Trust have been given to the 18 December to send off policies. If the Policy has only a few minor changes the Unions have agreed to fast tracking. All Policies have to go to the JPF and Unions are</p>	

always involved. The Trust is £7.1m in debt which could rise to £8.1m next year. There is also a £4.0m SIP to come in next year.

**JPF Cont** – The Meal Break Policy of not disturbing people has saved £1m. The Programme Management Office is looking at Agency staff and Private Ambulance use in an attempt to reduce these costs. 4 Director posts went out to advert but out of the 4 key roles only one has been successful. The others will go out again to advert. CQC Report we are being re inspected and there is an interim report coming out in December. Medicine Management are looking at how we store and management medicines. By 22 September the Trust has to get this sorted out. NQP procedures were presented to the JPF as there is a major issue around their pay. Retirement Policy the Trust has never had one and this one is a good policy. The Unions are studying it.

**Trust Management Restructure and Consolidation Update** – OTL is the new team leader role covered previously.

**Changes to Unsocial Hours** – We looked at a draft survey of staff with 3 different rotas. This Survey will be going out to staff soon. 4 options – 24 hours/7 days a week on the old Annexe E or Annexe 5 has now second option; no nights Monday-Friday day shift only, but no unsocial hours. Permanent Relief paid according to the Band. If you work Unsocial Hours then Section 2A applies rather than Annexe 5. This is to see what staff would want. New staff may go into relief shifts. This will not be available on the old stations and they may have to move. Dual role could attract Annexe 5 then the rest of rota on Section 2. 111 staff to be treated the same as other staff.

**NQP Collective Grievance Update** - this is sitting at Crawley not being resolved waiting on UNISON National coming back from Employers. Collective Grievance is more about SECAMB than National. There needs to be a clear difference between Para 5 and Para 6. Para 5 are doing the same work as Para 6 and this is not being dealt with. A joint statement went out to say there is a stalemate and it is going to the Ambulance Sector where it might go to ballot.

**Newly Qualified Paramedics** - they are not allowed to discharge Patients and they cannot work alone. There are Grievances throughout other Trusts.

**Single Grievance on Advanced Tech** – one of our members has a 24 month running Grievance over - there is no difference between the Advanced Technician and Technician although some are being paid more rather than the others. It all hinges on scope of practice since the Advanced Tech came in. Unison believes the Trust is breaking the Equality Act and could lead to an equal pay claim for members. As a

	<p>collective Union we were looking to bring in a positive solution and not to drag it out. The key is to get Techs at the right level.</p> <p>We have the Scottish technician job evaluation papers on this and it shows quite clearly that Techs are Band 5. Branch Secretary also checked with Midlands and they are the same with their Techs. The Unions are asking that the Trust should evaluate the technician role properly. Nigel was thanked for bringing this up at a Board meeting which was then going to be looked into further.</p> <p><b>Self Service ESR (electronic staff record)</b> – Project being approved that there will be an ‘at home’ pay slip that can be reviewed, change details and have a talk with HR if necessary. There is a problem downloading an attachment. Branch Secretary raised at JPF that we cannot access this.</p> <p><b>ARP</b> – coming in in December will be give more time to the Trust to evaluate the 999 call further and send the most appropriate response to scene.</p> <p><b>Overpayments</b> – Trust are keen to recover overpayments and additional resources are being brought in for this. Reps have noticed an increase in supporting members with their 121 to discuss the overpayments.</p>	
<b>27/23</b>	<b>OBJECTIVE 2 – NEGOTIATION, BARGAINING &amp; PROMOTION OF EQUALITY</b>	
<b>27/24</b>	<b>Welfare Reps</b> – Branch Secretary needs to find a suitable rep to cover the welfare for members in the west of Secamb as our East welfare rep is picking up both areas at present.	
<b>27/25</b>	<b>111 Update</b> – Having attended a meeting with Management there is to be a Clinical Hub and hopefully will join with the rest of the providers. 111 contract extended to 2019. Prime Care in CQC Management. As from 1 September there are new rotas which have been agreed. Also from 1 September there will be equal 50% call taking from Dorking and Ashford.	
<b>27/26</b>	<b>Update on Single HQ</b> – Fleet, the Training School and Scheduling are still at Banstead. The Training School will be in Banstead for 2 years. Closing down phase 1 of the move and now Phase 2 starting up with a new team. Coxheath EOC is having a little money spent on it. Relocation/redundancies now 10 have got it. There is one still outstanding.	
<b>27/27</b>	<b>OBJECTIVE 3 – CAMPAIGNING PROMOTING UNISON</b>	
<b>27/28</b>	<b>OBJECTIVE 4 – DEVELOPING AN EFFICIENT &amp; EFFECTIVE UNION</b>	
<b>27/29</b>	<b>Finance Report</b> – Kevin reported on the finances of the Branch and his report was tabled. He requested that an identifying number be used for cases dealt with so that they can be broken down under the DPA. Kevin to issue instructions to our Case Workers. It was AGREED that the Branch	<b>KL</b>

<p><b>27/30</b></p>	<p>would fund a forthcoming HPC Case.</p> <p><b>Date for AGM in 2018</b></p> <p><b>Monday, 26 February 2018 commencing at 6.00 pm and finishing at 8.00 pm in the East Grinstead Town Hall.</b></p>	
<p><b>27/31</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>Flu Campaign starting on 25 September. Please make sure you have your Flu injection.</p> <p><b>Communication</b> – There has been a lot going on and the Trust are now engaging with the Media again.</p> <p>There being no further business the meeting closed at 3.02 pm</p>	
