

DRAFT

**WELSH AMBULANCE SERVICES NHS TRUST**

**MINUTES OF THE OPEN MEETING OF THE QUALITY, SAFETY AND  
GOVERNANCE COMMITTEE HELD ON TUESDAY 28  
JUNE 2011 AT VANTAGE POINT HOUSE, HQ, ST ASAPH AND CONWY HOUSE,  
SWANSEA**

**PRESENT :**

Dr K Fitzpatrick	Non Executive Director and Chair
Mr P James	Non Executive Director
Mr J Morgan	Non Executive Director

**IN ATTENDANCE:**

Ms K Charters	Staff Side Representative (UNISON)
Mr T Eckley	National Risk and Health and Safety Manager
Mr M Graham	Community Health Councils Representative
Mrs J Hardisty	Director of Workforce and OD
Mr N Heal	Staff Side Representative (RCN)
Mr J Huxley	Assistant Corporate Secretary
Mrs S Jones	Clinical Director
Mr C Joyce	Staff Side Representative (UNITE)
Mr R Lee	Regional Director, Central & West
Mrs D Sharp	Corporate Secretary
Mr N Smith	Interim Regional Director, South East (Item 3 only)
Mr N Waskett	Medical Advisor

**APOLOGIES:**

Mr S Castledine	Non Executive Director
Mr A Jenkins	Consultant Paramedic
Mr R John	Staff Side Representative (UNITE)
Mr D Jones-Morris	Interim Director of EMS

Prior to the formal business of the meeting, the Committee observed a minutes silence in memory of the husband and son of Denise Taylor, a Paramedic employed by the Trust, both of whom tragically died in a fire whilst on holiday in Barmouth, West Wales.

**32/11 PROCEDURAL MATTERS**

**RESOLVED: That**

**(1) it be noted that there were no declarations made under the code of conduct;**

**(2) the minutes of the meeting of the Committee held on 10 May 2011 be confirmed as a correct record, subject to the following:-**

**(a) Minute 20/11 – Statutory and Mandatory Training**

**In response to an enquiry about the latest position with statutory and mandatory training, the Director of Workforce and OD confirmed that an update report would be brought to the Committee at its next meeting on 9 August which would focus on the problems being experienced within the Trust in terms of delivering and accessing training, and including an understanding of the issues to take forward the use of ICT to provide alternative methods of delivering training.**

**(b) Minute 24/11 – Clinical Developments/Annual Review**

**In relation to the third paragraph of the minute, the outstanding action to finalise the job/person specification for the role of Clinician/Paramedic in Control, be added to the Committee action log.**

**(c) Minute 26/11 – Safeguarding Report**

**Include an additional resolution as follows:-**

**“(5) it be noted that the Trust has signed up to the ‘Wales Interim Policy and Procedures for the Protection of Vulnerable Adults’ which is to be used by all statutory agencies from 1 April 2011 to standardise and guide adult protection work in Wales.”**

**(d) Minute 31/11 – Implementation of the NHS Wales Code of Conduct for Health Support Workers**

**The Director of Workforce and OD reported that a workshop was to be held on 4 July to discuss the implementation of the Code, amongst a range of issues, and an update report would be available for the next meeting of the Committee on 9 August.**

**(3) the intention to publish revised guidance in relation to the referral of business to the Audit Committee for analysis, as described in the report, be noted; and**

**(4) the Board be recommended to adopt and sign off the Protocol between the Trust and the Board of Community Health Council's (CHC's) in Wales.**

**33/11 STATION INFECTION CONTROL AUDITS AND ACTION PLANS**

The Regional Director, Central & West introduced a report which summarised the progress that had been made in drafting a Trust wide Operational Infection Control Plan to replace the three regional plans currently in place. The Trust's Infection Prevention and Control (IPC) lead and the Regional Director for Central & West were currently drawing up the new plan and it was anticipated that a version would be available for consideration at the next meeting of the Committee.

In receiving the report, members requested that the new plan include the costs associated with the recommendations made in the plan, additionally it was important to ensure that considerations in relation to staff sickness absences, contained in the All Wales Sickness Policy, were included in the plan and followed by the Trust.

**RESOLVED: That the content of the report be noted and a draft Infection Control Plan be submitted to the next meeting of the Committee on 9 August 2011.**

**34/11 REVISED STANDING OPERATING PROCEDURE FOR RAPID RESPONSE VEHICLES**

The Interim Regional Director, South East presented a report to brief members on a revised Rapid Response Vehicle (RRV) Standard Operating Procedure (SOP). The task was to produce a single document for the Trust to replace the two current SOPs, covering Operations and Control. The draft SOP circulated to the Committee still required further discussion and consultation but was made available to the Committee for preliminary discussion.

In considering the draft SOP, individual comments were made surrounding the following areas:-

(a) the Lone Worker Policy needs to be reviewed as a result of the new SOP;

(b) continuing Police presence was required in certain circumstances when an RRV was in attendance with no back up;

(c) there was a presumption that a paramedic was always on a RRV vehicle, and therefore when RRVs were staffed by technicians, there might be a need to offer additional skill training to meet the requirements of the new Clinical Response Model; and

(d) consider inserting into the SOP advice when a carer was required to accompany a patient in circumstances when there was a need to transport patients in a RRV.

**RESOLVED: That**

**(1) the contents of the report be noted;**

**(2) it be referred to the Partnership Forum for comment; and**

**(3) this Committee be asked to approve the final document at its meeting to be held on 9 August 2011.**

**35/11 AIR AMBULANCE BRIEFING PAPER**

The Interim Director of EMS circulated an update report on the air ambulance provision in Wales and included a document published in December 2010 which reviewed this provision. The report commented on the extent of air ambulance provision in Wales, the staffing levels, the operation and location of the service and the arrangements for the mobilisation of aircraft

The Committee discussed the impact that service changes by Local Health Boards might have on the air ambulance provision and raised other issues that would need to be discussed such as staffing implications, quality, safety and governance and also the need for skill mix changes. Members also discussed the current management and funding status of the service and future service provision.

**RESOLVED: That**

**(1) the report be received; and**

**(2) the Chairman of the Audit Committee be asked to raise the matter of future air ambulance service provision at the next meeting of that Committee.**

**36/11 TRUST DRESS CODE AND UNIFORM POLICY**

The Regional Director, Central & West submitted a revised draft of the Dress Code and Uniform Policy following discussion by the Committee at its meeting in May 2011. The report confirmed that the draft policy would be considered by the Health and Safety Committee in September.

**RESOLVED: That the National Health and Safety Committee be asked to consider this report in September 2011, and an updated report be brought back to the October meeting of this Committee.**

**37/11 RISK MANAGEMENT FRAMEWORK**

The National Risk and Health & Safety Manager submitted a report which primarily asked the Committee to advise on how it wished to consider the Directorate Risk Registers at future meetings.

It was stated that the role of the Committee with regard to the Trust's risks was to provide the Trust Board with assurance that the risks were being identified and appropriate action to mitigate the risks was being taken. In this context, members expressed the view that this was a complex area and, consequently, did not feel confident that the current arrangements and processes were effective and that further training on the fundamental considerations of risk management was appropriate. It was suggested that a risk management workshop should be organised, to be facilitated by an external risk management specialist to make sure that the Trust was developing its processes and procedures from a sound basis.

**RESOLVED: That**

**(1) the Risk Management Framework be received; and**

**(2) the Chairman of the Committee to discuss the arrangements for a Risk Management workshop with the Corporate Secretary and the National Risk and Health & Safety Manager and report back to the Committee in due course.**

Reports relating to the items of business in these minutes can be found on the Trust's website, [www.ambulance.wales.nhs.uk](http://www.ambulance.wales.nhs.uk)