



Minutes of Committee Meeting
Thursday 7th May 2020. 19:00 - 20:25
Online Team meeting (due to Covid 19)

Present:	Graham Moor (GM Joined late) (c), Ronnie Paton (RP), Tiger Taylor (TT), Gary Annan (GA), Alan Kinghorn (AK), Sean Story (SS), Chris Mann (CM), Alan Johnson (AJ), Kirsty Lawrence (KL), Ken Tait (KT).
Apologies for Absence:	Julian Brown. Stephen Winn

No	Item	Action required
1.	<p>Minutes of last meeting</p> <p>accepted as an accurate record and approved Proposed by: CM Seconded by: SS</p>	
2	<p>Action List / Matters Arising.</p>	
A	<p>Storage container for West Denton. TT stated that she had her equals card, and could obtain the storage container from Cosco, but is waiting until it is safe to site it at West Denton Fire station. This action to be closed.</p>	RP TT
B	<p>Events Vehicle. AJ stated that there had been movement on this front.</p>	AJ
C	<p>Job Logger AK will discuss this in the ICT discussion.</p>	AK
D	<p>From sign up to leave. RP said that this was now to be called the volunteer process. The document was completed but was being checked over by AJ, CM, KT, SW. It will then be put to the committee for approval.</p>	RP
E	<p>Mugs. TT Said that acquisition of thank you mugs for the Arriva drivers, for their fundraising efforts over Christmas, was being scrapped due to the time passed.</p>	TT
F	<p>Saint Johns Ambulance GA stated that he had been in contact with the UK head of</p>	GA

	<p>facilities, Mr John Knight, and had gained approval from him, for the use of a room for our committee meetings, once the Covid 19 Pandemic was under control. Mr Knight also asked about NBB stationing some of our vehicles there, and was keen to help in any way he could. It was agreed that he'd talk to our fleet manager AJ, once we'd had a chance to look around.</p> <p>G GNASS Base. SS had received no update on the GNASS move to their new base, so assumed it had been put on hold due to the Covid 19 Pandemic.</p> <p>H June open meeting. RP asked if everyone was ok to have the open meeting online, and if we were ok to do a short video presentation for it. There were no objections. KL stated that a member was in discussion with herself and the Chairman, with regards to using his companies online platform for this meeting. This discussion would therefore be discussed in the committee chat room, due to the time scale.</p> <p>End of action list</p>	<p>SS</p> <p>RP/GM</p>
<p>3</p>	<p>ICT Standing Item. Website update AK gave notice of a major security update for the website, that would take it down for 3 to 4 hours.</p> <p>Job Logger AK informed the committee that the job logger had been slow to progress, but was now in a position to be tested. He gave an update on how the job logger would work and what it would do, he also stated that tutorials would be posted on dedicated webpages when testing was completed. RP, CM, AJ, will be doing the testing RP said that he'd already had a look at it, and that it does make it easier to collect and collate data.</p> <p>Virtually local AK reported that virtually local had in the past, informed him of changes, with little time for him to put other measures in place (45 minutes). To this end, he had used skype over the past weekend, to avoid any downtime. VL have said that they will be returning to complete the changes this weekend, starting 8am on Friday. It was therefore decided to return to using Skype again.</p>	<p>AK</p> <p>AK</p> <p>AK</p>
<p>4</p>	<p>Complaints See Confidential Minutes.</p>	<p>All</p>
<p>5</p>	<p>Uniform Policy KL asked if the committee would take a look at some photographs before the discussion. (photos are held in committee drive along with minutes and confidential</p>	<p>RP</p>

	<p>minutes)</p> <p>RP loaded the photos to teams. Two sets of photos, one with other emergency services uniforms which had patches on them, and one with some of our volunteers wearing patches and stood alongside a former committee member who had made recent complaints about patches being worn.</p> <p>RP asked if there were any comments on what we should or should not be allowing people to be wearing .</p> <p>SS commented that a discussion had taken place on a new uniform policy in the committee chat room, and that a vote had been taken to adopt the new policy.</p> <p>RP said that the vote was 7 to 2 in favour of the new policy, and that it stated, no other patches on jackets, other than those issued with it.</p> <p>TT stated that it was amazing that the complainant, who was in a position to change/adapt/update the uniform policy at the time of the photos, chose not to, but was now complaining about them.</p> <p>RP asked if we are going with the new policy, SS and AK agreed that, because a vote was taken in the committee chat room, the new policy should be implemented. TT suggested that because it was a new policy, we couldn't apply it retrospectively to those who already had patches.</p> <p>A discussion took place about the longevity of jackets, whether we should charge for damaged jackets and time given to those who had patches, before they had to remove them, before GM suggested we implement the new policy going forward, but return to the discussion about replacements and riders who already had patches</p> <p>RP said he would get the new policy out tomorrow.</p>	
<p>6</p>	<p>Social Media Policy</p> <p>KL stated that a revised version of the social media policy had been put up in the committee chat room, and asked if committee members could take a look and vote on it. She would like to speak with SW regarding having the policy included in the new members training and have it added to members milestones when a confirmation of reading was received.</p> <p>She stated that some things had been picked up on by NABB which didn't look great for us.</p> <p>AJ asked how we were going to track that, with regards to adding to members milestones.</p> <p>RP suggested adding it retrospectively for those who were already members, by means of the annual renewal.</p> <p>AK stated that he could create a form for KL to use, which would indicate who had read the policy, and a tick box for members to indicate that they accepted it. The form could be sent out via email, and added to the annual review. Once members had completed the it, it could be automatically added to their milestones.</p>	
<p>7</p>	<p>AOB</p> <p>SS informed the committee that the Newcastle NHS trust had asked if we could help to transport the emergency on call clinicians. They have offered the use of their own 7 seater vehicles with fuel, so that we can comply with social distancing rules. The</p>	

vehicles would be allowed to cover other jobs while on shift, but priority would be given to picking up the on call clinicians. SS is in discussion with CM regarding this.

GA

SS said that discussions with the Newcastle trust were nearing completion with regards to our members covering daytime transfers in the trusts vehicles. 29 members were on the list to help with this.

CM enquired if it was possible to add another shift vehicle to the OLRs for the new Clinician on call shift. AK stated that it would be easy enough to do.

CM asked SS what would happen if we couldn't fill the shift. SS suggested that if a call came in to collect a clinician, one of our shifted drivers could collect the 7 seater and do the job.

KT stated that while he was committee on call, he received a number of job requests before our 7pm start time. SS said that this is happening more frequently within the Northumbria NHS due to the rotation of new doctors. He told the committee to just explain that our service does not start till 7pm.

GM informed the committee that he now has a copy of the accounts for us to review, and asked how the equals card was working for those who have registered, no one seemed to have a problem with it.

GM told us that Civil Air Patrol group, have been in discussions with NABB regarding long distance transportation

AJ reported that most of the repairs to vehicles are now nearing completion , however, there have been issues with the 2017 Yamaha's rear shockers. All 4 of our FJRs have been in to be checked and 3 of them have had to have rear shockers replaced. He reported that the BoB car was currently off the road, but was hopeful that it should be back on the road by the middle of next week. He mentioned that Fred Hendersons were doing the repairs and have helped us out with the use of a loan vehicle.

KT asked if we could give some publicity to Fred Henderson for their help. AJ replied that it was in hand.

AJ told the committee that the BP free fuel had been extended for another month, and with the exception of of about £200 being spent at shell garages, this has saved the charity a lot of money.

GM informed the committee that talks were ongoing between NABB and BP about the possibility of member groups receiving discounted fuel in the future.

GM asked if we could do a review session on teams for the next open meeting and the possibility of teams being used for it. There were no objections.

RP Reported that since the roll out of the new radio system, everything seems to be working well, and that he'd now close that as an ongoing issue.

GM more requested that a formal thank you to RP for all the work and effort he's put into getting the new radio system up and running be noted. All were in

	agreement and thanked RP for his work.	
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	<p>Date and Time of Next Meeting</p> <p>Thursday 4th June, 19.00hrs – 21.00hrs online via teams due to the covid 19 pandemic.</p>	
	<p>Meeting closed at 20:35</p>	

Chair / Vice Chair Print Name:

Date:.....