



**Minutes of Committee Meeting
Online 3rd June 2025 18-30**

Present:	S Whitmore, P Curran, K Lawrence, S Storey, J Cooper, I Jamieson, M Thompson,
Apologies for Absence:	M Redpath, C Mann

No	Item	Action required
1.	<p>S Whitmore chaired the meeting.</p> <p>Previous minutes</p> <p>The previous minutes were accepted and proposed by I Jamieson, and 2nd by Paul Curran</p>	
2	<p>Action List.</p> <p>Last update was in April.</p> <p>ORLS update on hold until after migration.</p> <p>Website quote in progression.</p> <p>OARS on hold until after migration.</p> <p>Riders Jackets - chase up.</p> <p>Incident procedure- A call between Committee members not yet taken place to enable the final draft Inc lone working.</p> <p>Speakers Still sorting out projectors.</p> <p>Nurse transport- Closed.</p>	
3	<p>Committee updates.</p> <p>S Storey- Not a huge amount, Regarding the notices put up at the RVI we will at the moment continue to leave packages at the reception. Meeting arranged in 2 weeks to discuss the scheduled runs/collections. I, Jamieson, took a call from the transport dept at the RVI asking for a copy of our runs from sunday to sunday, this was sent to them.</p> <p>P Curran, Fundraising and ICT policy and 1 risk assessment outstanding. Incident procedure now updated. Events assistant and newsletter editor guides now updated. Lone working in the final stage. Kirsty is looking at fundraising. 7 Drivers awaiting adv qualifications 12 Riders awaiting adv qualifications Paul and Ian to chase up.</p>	P.C I.J

	<p>E vouchers 1 rider vouchers issued to an existing driver. Shadow shifts completed- 2 x drivers 1 with outstanding issues and 3 riders. 2 rider and 2 driver shadow shifts scheduled for June. 2 New controllers and the potential for another 7 realistically %. Shadow shifts should be 12 hours to enable all the points to be covered at a sensible pace to ensure that all points are fully covered. Paul raised the problem of getting weekend day shift availability to carry out shadow shifts. It was suggested that pre booked shift riders/drivers are contacted to ask them to stand down to enable the shadow shift to go ahead.</p> <p>Jason Cooper,</p> <p>4 x Bikes serviced, 3 x bikes required tyres, and 1 car service. 19 faults closed off with 1 outstanding. 18 Licence and insurance checks completed 2 new batteries for Defibrillators are required, Jason to source. BMW 800 sat nav mount is now sorted. BMW sat nav conversions still not costed, due to time constraints.</p> <p>Ian Jamieson,</p> <p>May, coffee morning in Blyth was very good and he will go ahead with the garage one. Inductions- no new starters in May. 12 New members are awaiting for the next induction which is scheduled for the 14th June. At the moment he has 6 booked on with apologies so far. He has received kit from Alan and Colin. A rider's jacket has been received - no idea who this is from. A few inactive members have been blocked from social and web sites. Ian has received from 4 current members an expression to leave NBB. Ian has also been unable to contact Tiger to find out what is happening as she has a spare key for the lock up along with a laptop and a NEAS key along with other bits and pieces. Escalate to the next stage.</p> <p>Kirsty Lawrence,</p> <p>The events calendar is full with 3 more events to add. The Snods edge afternoon tea events Kirsty is still short of 5 volunteers. Kirsty has received some interest in an aux role but will leave to advert in place for another week. There is also someone very interested in the role of the newsletter editor. Applied for £11000 from the hospital saturday fund for one months running costs. Applied for £10000 from the Spar but has heard nothing back to date. We are Greggs charity of the year. The £15000 from the hospital trust charity has not yet been received and Kirsty will be chasing this up. We have 9 places unfilled for the GNR- possibly looking at other charities to see if they can use them.</p>	<p>J.C</p> <p>I.J</p> <p>I.J</p> <p>K.L</p>
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	<p>Mike Thompson,</p> <p>Trust reports for April are now completed 11th May. Mike reported that we are getting a high error rate in job recordings, i.e times 12hr/24hr clock timings. Back log of reports all completed. Data breach- All sensitive information is now on a secure page. There are no data snippets left on Google for us. A letter of apology has been sent to Jesmond Health, and nothing has been received back. New BoB run recorders have been launched with changes being made following feedback. Standard job loggers have now been brought into line as requested I.E packages being collected. A database has been sent to Lee regarding drivers/riders ages for insurance purposes. Riders and drivers need to be reminded that when they are doing relays/milk runs they must put in the reasons and locations into the info box, if anyone is unsure of this please use the OLRS training videos. All the laptops are currently being upgraded to windows 11. Mike reported that he will be sending out some information on the new website from Martin for committee members to look at. New shift types will be available in OLRS later this month. It was raised that members need to adhere to the stipulated collection times regarding GP runs.</p> <p>Jason raised an issue that when using the events calendar the timings gain an hour when putting in an entry.</p> <p>S Whitmore,</p> <p>Raised the committee on call rota as now that Ria is no longer covering do we move everyone up a week or do we just cover it amongst us . It was agreed that we will continue to cover it from within the current committee.</p>	<p>M.T S.S</p> <p>M.T</p>
<p>4</p>	<p>Major incidents. Nil</p>	
<p>5</p>	<p>Shadow shifts - P. Curran, Ian Jamieson,</p> <p>It was reported that there are some issues in getting shifts booked in especially at the weekends. It was discussed if we could put extra vehicles to accommodate this, but with current demands for vehicles required for current shifts that this was not a feasible idea.</p>	
<p>6</p>	<p>Ian Jamieson- Lost NEAS key,</p> <p>Ian raised the issue of the lack of guidance regarding what to do in the event of a lost NEAs key- the only thing that could be found was 07/2015 regarding a lost key. He also stated that the said key has been thoroughly searched for but to no avail. Sean Storey asked if a NEAS key audit had been carried out Mick and Ria did do one.</p>	

	<p>Sean Storey stated that all staff need to be made fully aware of their responsibilities for their NEAS key and the security implications of losing it.</p> <p>We need to check how many spare keys we actually hold and do we need the quantity we hold. If we have too many then Sean will return them. Paul curran to contact uniform.</p> <p>Ian Jamieson is to undertake the rewriting of the policy regarding the NEAS keys. Any keys handed back to us are to be sent to the uniform Assistant as they hold the list of who has what key and its corresponding number.</p> <p>We also need a policy outlining what we need to do and what steps to undertake in the event of another lost key. This will probably need to be a stand alone document.</p> <p>Staff also need to be reminded that they must not clip their NEAS key or any other key to their lanyards as they are not a secure lock. All keys must be carried securely to avoid another lost key incident.</p> <p>All keys should also have the NBB lost and contact tab attached.</p> <p>Ian Jamieson to look at how to include this important issue into the induction program.</p>	<p>P.C S.S Uniform assis</p> <p>I.J/P.C</p> <p>I.J</p>
<p>7</p>	<p>Jason Cooper,</p> <p>Vehicle usage,</p> <p>All relays and milk runs should use the events vehicle as the 1st choice no matter what.</p> <p>When booking a vehicle out for a relay etc please be mindful that if that vehicle is required that evening/night for a shift if it develops a fault it would be impossible to get it repaired in time for that shift.</p> <p>Questions were raised regarding parking for cars etc at Netherby- Sean answered the question by saying that there is plenty of parking available.</p>	
<p>8</p>	<p>A.O.B</p> <p>Kirsty raised that it is time for our accounts, could anyone with outstanding invoices please pass them on to the treasurer.</p> <p>Mike will send slides for the open meeting as he is away and send them to Mick.</p> <p>Ian Jamieson had his 1st suspension of service last night and checked policy 002. there was raised that there is some confusion as to who we phone in the event of a suspension, Sean stated that we must phone all the hospitals it was discussed that should the committee on call do this or should the controller for the evening do this as the controller would be speaking to the hospitals during their shift and could therefore inform them and Vocare that we will be suspending, as long as they have fully checked that NO one is coming on duty for a split shift.</p> <p>It was agreed that Paul would look at the procedure/policy for the controllers and look to introduce it for the controllers to be tasked with it.</p> <p>18th June for the next open meeting at TWFRS starting at 19-30.</p> <p>Sean Storey said that Fenham barracks will be available for us to use for open meetings etc, there is plenty of parking available, should we require this venue please liaise with Sean.</p>	<p>ALL</p> <p>M.T</p>
<p>9</p>	<p>Date for next committee meeting,</p> <p>This will be on Wednesday 2nd July on-line</p>	

10	Meeting closed at 20-35	
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Chair / Vice Chair Print Name:

Date:.....