

**AMBULANCE PROCUREMENT SUB GROUP
MINUTES
2ND APRIL 2008 – 11.00 – 14.00
CONFERENCE ROOM – ILFORD AMBULANCE STATION**

Present :

Chris Vale	Head of Operational Support
David Selwood	Corporate Logistics Manager
Pete Hannell	Staff Side Representative
Nick Pope	Fleet Manager
John Selby	Safety and Risk
Andy Street	Safety and Risk
Jane Worthington	Clinical Adviser
Eddie Brand	Staff Side Chair
Ian Lee	Staff Side Representative
Gary Ralph	Education and Development
Mick Butler	Staff Side Representative
Maureen Knight	Minutes
Mark Wilson	Carnation Designs
Craig Hall	Carnation Designs

ITEM		ACTION
1.	<p>Minutes of Previous Meeting Minutes of the previous meeting held on 4th March 2008 were agreed as a true record.</p>	
2.	<p>Matters Arising</p> <p>a. Staff Side Questionnaire IL agreed that the questionnaire should be sent to Staff Side as is stands. NP will arrange for it to be put into the RIB and onto The Pulse and Logistics will arrange for a paper format to be sent out to staff via Staff Side Representatives, IL to supply names. Also included with the questionnaire will be vehicle drawings. Feedback will be either via the Pulse or fax or internal post. Feedback will be collated and graded.</p> <p>b. Contents of Primary Response Bag DS to forward definitive list to JW/GR for revision.</p>	<p>NP/DS</p> <p>DS</p>
3.	<p>Presentation by Carnation – Vehicle Management System Mark Wilson and Craig Hall from Carnation Designs were introduced to the group. They presented the Genisys suite of vehicle switching and management solutions. This is a system where all vehicle electronics are fed into one key pad control panel. The system will run through a set of systems checks and diagnostics that will alert any malfunctions throughout the vehicle.</p>	

	<p>The key pad is tailor made to user requirements. Genisys will also provide a source of power shedding (turning off what has not been used for a specified amount of time).</p> <p>Out of hours support is provided and Fleet workshops could install and handle any systems updates via Laptop.</p>	
4.	<p>Chassis Specification – Update</p> <p>CV has met with Richard Deakins to discuss Tender and Procurement strategy.</p> <p>If the Service opt for Mercedes no Tender is required. If not under the NHS Framework the Tender will be restricted to 3 or 4 main companies.</p> <p>Until the financial sign off has been given from SMG no orders for the 50 new vehicles can be placed. Orders need to be placed by end of May for delivery this year. Mercedes are aware of the Service requirement for 80 vehicle this year.</p>	
5.	<p>Saloon Specification – Update</p> <p>EB requested that drugs based on vehicles should be placed in a lockable locker.</p> <p>This item will be fully covered when completed questionnaires have been collated.</p>	
6.	<p>Any Other Business</p> <p>CV is preparing a paper to SMG outlining the Fleet Plan for the next 5 years.</p>	
7.	<p>Date of Next Meeting</p> <p>Next meeting will be on 14th May 2008 14.00 – 17.00 at Loman Street Meeting Room</p>	