**Yorkshire & Humber Trainee Executive Forum (TEF)**

**Minutes of Meeting**

**Date: 12/4/23**

**Venue: Online – MS Teams**

**Time: 0900-1200**

**Attendees invited (attended** [x] **):**

[x]  Emma Howe (EH) (Chair) [ ]  Charlotte Chuter (CC) (Wider Forum Lead)

[x]  Sara Page (SP) (Vice Chair) [x]  Roxanne Cottrell (RC) (East Locality Lead)

[x]  Susan Stokes (SES) (Secretary) [x]  Ugochukwu Uzondu (UU)(South Locality Lead)

[ ]  Lauren Harkin (LH) (LTFT Lead) [x]  Sanah Sajawal (SS) (West Locality Lead)

[ ]  Lucy McCabe (LM) (Quality Lead) [x]  Sara Khalid (SK) (Wellbeing & Support Lead)

[ ]  Donnar Ejiofor (DE) (EDI Lead) [x]  Jessie Tebbutt (JT)(Comms & Engagement Lead)

[x]  Laura Naish (LN) (EDI Lead) [x]  William Sapwell (WS) (Employers Lead)

**Apologies: SP, DE, CC**

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| **Welcome****Introductions, apologies****Sium Ghebru has joined us today – incoming Chair, from August****ITEM 1: Last Meeting**Social Media - core topic/themes – promotion of WF and locality reps, MAAG (at start of each month), wellbeing themes, IMG Handbook, workplace wellbeing group, social prescribing (piloted in GP Humber but expanding pending funding), RCA fatigue tool, sustainability, enhance the Generalism scheme, extending Flexible Portfolio Training, ‘How to Exception Report’, EDI topics Canva account access –check pro access (ALL)**Action point**: Check Canva access (ALL)TEF members to send JT relevant content (WS, LN, DE)**ITEM 2: Question of the Month**What happens at ARCP? Should there be an opportunity for direct feedback?HEE state that ARCP should be a remote process where the senior team come to a decision about outcomes, and that trainees should know in advance what their outcome is going to be. However, feedback from HoS from trainees has been that trainees would like the opportunity for discussion and feedbcack. TEF thoughts:1. Is this actually a reflection of trainees needing opportunities for feedback and have meaningful conversations about their progress throughout the year – do these need to be tied into ARCP?
2. What should these meetings look like?
* voluntary
* structure
* logistics (online/f2f)
1. If it is about feedback on training this should be covered by reps? If it is a personal issue, should this be covered prior to ARCP?
2. Sometimes failures in training need to be highlighted at ARCP – in some places it is simply not possible to achieve procedures within the confines of the departmental framework.
3. Interim meetings would give the school an opportunity to make any adjustments prior to ARCP.
4. Experiences seem to differ between schools/departments, but reliably the feedback is better when the conversation is between the trainee and someone ‘above’ ES.
5. Power gradient in meeting – might gradients be overcome by groupwork?
6. Opportunities for discussion are important as there are significant potential consequences of not achieving all outcome 1s on things such as accelerated training, run-through, etc

**Action point**: EH to feed back to MF.**ITEM 3: Comms from Jon Cooper (PGD)** Zoe Robb – Programme Support Manager for portfolio management office. Wanting to canvas opinion on whether there is trainee appetite for regular communications from Jon Cooper, Postgraduate dean.Thoughts from the TEF:* this is welcome but there are other priorities eg

1. making sure that every trainee has a single point of contact for signposting disappointment that Cath Smith has gone from medicine. (Contact details are now available on the HEEYH website, top bar – contacts). 2. NHSE/HEE needs a better website (this is currently being undertaken)3. HEE 10 year anniversary twitter thread…comms in the right way. Social media needs to be embedded in the structure of the organisation. Monitoring and replies to socials would be needed.* Would be good to use social media to introduce the deanery to JC/make him relatable, not everyone uses Twitter so consider social media + website + email.
* Also consider dentists – ‘Office of Postgraduate Deans’?
* If putting contact out, any responses must be addressed.
* Importance of not simply paying lip service to the idea of visibility/accessibility
* JC to get ‘out and about’ at trusts and meet trainees. Could meet at PGME, this could also be an opportunity to highlight DME connections and role of DME to trainees.

Zoe:Due to merger teams are short-staffed.Would email be useful? Don’t want to spam people but do want to open lines of contact.What sort of content would be useful? * Who everyone is, who JC ‘has met this week’
* You said we do – specific examples
* Dialogue: trainee problem accompanied by signposting
* Structural overviews
* Limit text
* Blog style – with different associate deans
* DME/Dean career pathways
* Training/CPD with certificate provision

Zoe has also invited all of TEF to DEMEC (4-5 December 2023)TEF reflecting on the positive moves Zoe and others now seem to be making.**Action point**: ZR to update JC. ZR to return to TEF to discuss project progression. **ITEM 4: Head of School Pairings**Opportunity for HOS/TEF to communicate.Vice Chair to oversee this project – but Vice Chair changing – EH to create initial template.**Action point**: EH to put together a template for emails to HoS.SES to check who HoS is for Dentistry**ITEM 5: Covid Outcomes and Impact on Pay Progression**There is a BMA negotiated agreement on pay progression. Essentially, that it will be accommodated for within consultant nodal scales, in a non-fault covid outcome.**Action point**: TEF to signpost to BMA and await outcome of this case as a ‘precedent’ which is then set.**ITEM 6: Team Updates**Posting during strikes – planning to keep quiet on social media for the duration of the strikes.People are not talking much about the strikes this time round. A wellbeing post after the strikes, addressing that they may cause some personal as well as professional disruption.WS and EH attending a GOSW meeting in May about exception reporting and will update the team at the next meeting.SES has asked for a TEF member to take on Secretary duties for May 24th 9-12am as will be away. Melanie Holloway has confirmed as educational element for WF May. Reminder to look out for her EDI workshops on Maxcourse.**ACTIONS SUMMARY**1. Check Canva access (ALL)
2. TEF members to send JT relevant content (WS, LN, DE)
3. HoS email template development (EH)
4. HoS for Dentistry? (SES)
5. EH to feed back comments to HoS from today’s meeting
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