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

**Minutes of Meeting**

**Date: 19/08/2022**

**Venue: Online – MS Teams**

**Time: 1300-1600**

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

[x] Emma Howe (EH) (Chair) [ ] Alexandra Damazer (AD) (East Locality Lead)

[x] Sara Page (SP) (Vice Chair) [ ] Stuart Stokes (StS) (South Locality Lead)

[ ] Maria Crouch (MC) (Secretary) [x] Sanah Sajawal (SS) (West Locality Lead)

[ ] Lucy McCabe (LM) (Quality Lead) [x] Opeoluwa Adeniran (OA) (EDI Lead)

[ ] Pete Webster (PW) (Academic Lead) [ ] Lauren Harkin (LH) (LTFT Lead)

[ ] Rammina Yassaie (RY)(Employers Lead)

**Apologies: AD, LM, MC, PW, RY, LH**

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| **Welcome****Introductions, apologies****Review of Action points from last meeting:** **ITEM** * TEF terms of reference: These have been updated and put onto the website. This has been worded so that a two year tenure is ideal to promote team working, personal development and assist with forum running.
* IT platform/information log: There is an action log on MS Teams. Members can join via HEE Teams (Guest). This has caused an issue as most TEF members join using their NHS email and are unable to access the guest login during the call if they are logged in using NHS email. We will ask if we can create the action log via teams using NHS email.
* TEF to be own directorate: Admin support may be available from HEE.
* TEF meeting days: Explored whether a set date would be easier for TEF members to join meetings. We will trial 3rd Friday of every month – dates have been sent out as a poll.
* TEF supervisor support of attendance document: Raised with Becky Travis and Jon Cooper, ‘principle of support’ document. To be created, TEF member and ES to sign on joining the Forum and upload to ePortfolio. Document to recognise importance of TEF in individual and wider regional development.
* Secretary HEE email: A HEE email address has been arranged for the secretary.
* TEF Team roles: New roles have been decided by vote. The vice chair will be one member and then a wider forum lead instead of co-vice chairs. The EDI role will still be two members. Comms and Engagement will replace academic lead. Other roles that were suggested have been incorporated into other roles.
* TEF Job descriptions: Each role now has a job description finalised.

**Action point:** EH to discuss with HEE to see if we can use NHS emails to access teams space for action log. **TEF Roles (EH)****Review of new TEF roles and recruiting.** * Applications open today (19/8/22) and will remain open for 4 weeks. Applicants have been invited to submit a mini-CV and 2 minute video.
* Applicants can provide their first choice role and alternative roles that they would be willing to do (2nd and 3rd).
* Current members expected to provide a brief handover to new TEF members if possible.
* Recruitment panel will meet to discuss the applications.
* Job descriptions reviewed: each role has specific outlined responsibilities.
* Noted that original TEF terms of reference state TEF members should be doctors or dentists in training. EH to confirm with HEE that this remains appropriate.

**Action point**: Applications will be reviewed by the recruitment panel in September. Panel to include Andy Brennan, ?Katie Cobb, EH, SP, SS, OA**ITEM: Electronic Action Log** * Action log to list ongoing projects. TEF members can access at any time to update.
* MS Teams will be used to host the action log.

**Action point**:. EH to ask if possible to access action log using NHS email so that we can access during teams meetings that we have joined using NHS email addresses.**ITEM: Executive forum projects lists/working groups*** EH invited members to suggest working groups and project ideas.
* SP suggested a working group for IMGs – suggested it would be useful to dedicate a section of the forum webpage for IMG support and signposting. It would be useful to explore if there is more we can do to co-ordinate or share the good work happening across the region. EDI TEF leads can liase with IMG working group at HEE.
* TEF Projects board reviewed. Discussed that HEE induction aligns with Forum values and priorities.
* Buddy scheme with TEF members and HEE leaders update. Buddies being finalised.
* Exit interviews ongoing MC and LM ongoing.
* Social media update – twitter and Instagram followers increasing.
* Ongoing work around educational component of wider forum meetings.
* TEF Newsletter ongoing – August issue waiting for ‘sign off’
* Recruitment to TEF as discussed.
* HEE comms project ongoing – trying to streamline comms to trainees.
* How to guides on trainee forum website discussed.
* Education charter discussed. Members attending are not aware of this.
* Monthly FLP themes discussed. Each month the TEF could share information about a particular topic (e.g. leadership).

**Action point**:. SP to send list of guardians of safe working to OA to assist with IMG handbook distribution OA to send IMG handbook and list of education managers to EHEH to add IMG handbook to Forum webpageSS to confirm foundation self-development (SDT) time, EH to update website EH will advertise SDT on twitterEH to confirm with AD if educational charter commenced**ITEM: The Future Leaders Programme Learners Charter*** FLP learning charter and EDI documents presented by EH
* Dean has considered if this charter can be applied more widely
* FLP EDI resource – how can we help trainees realise that this is applicable to them and how to actively engage with these resources and topics.
* Discussed how EDI could be incorporated into PDPs.

Action point:EH/SP to discuss with Jon Cooper if EDI could be encouraged on PDP formsEH/SP to discuss with Jon Cooper if demonstrating developing in EDI could be encouraged by ES**ITEM: Any other business**None **ACTIONS SUMMARY**EH to discuss with HEE to see if we can use NHS emails to access teams space for action log.Applications will be reviewed by the recruitment panel in September. Panel to include Andy Brennan, ?Katie Cobb, EH, SP, SS, OASP to send list of guardians of safe working to OA to assist with IMG handbook distribution OA to send IMG handbook and list of education managers to EHEH to add IMG handbook to Forum webpageSS to confirm foundation self-development (SDT) time, EH to update website EH will advertise SDT on twitterEH to confirm with AD if educational charter commencedEH/SP to discuss with Jon Cooper if EDI could be encouraged on PDP formsEH/SP to discuss with Jon Cooper if demonstrating developing in EDI could be encouraged by ES**NEXT TEF 30th September 0900-1200****WIDER FORUM 31st August 1300-1600** |