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

**Minutes of Meeting**

**Date: Monday 12th December 2022**

**Venue: Online – MS Teams**

**Time: 13:00**

**Attendees invited (attended ):**

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

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

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

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

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

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

Laura Naish (LN) (EDI Lead)  William Sapwell (WS) (Employers Lead)

**Apologies: Ugochukwu Uzondu, Donnar Ejiofor**

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| **Welcome**  **Introductions, apologies.**  **Action point**:  SES - update mailing list to grant access to RC  **Last Monthly Meeting**  Overview since last meeting:  Review of minutes from November ‘22 Executive Forum Meeting. No changes. Review of actions completed and still outstanding.  Good feedback from Deanery team on Business Plan so far. Highlighted need for amalgamation of categories into workstreams. New layout needed.  TEF Buddy Scheme – planned for 2023 start.  Blackboard – over the next month or so (pre-Feb 2023), planned to take things off the HEE website and transfer onto website – make sure website is up to date. Plan to then signpost over to blackboard. TEF to be set up on Blackboard – highlighted that unsure if Dental School use this.  Compassionate redeployment – guidance is available on HEE website for trainees to see. Links provided in December newsletter.  Exit interviews project – awaiting responses from Katie Cobb. No date to update to DMT. Proposal to explore presenting Feb 2023.  **TEF Social Thursday 12th January 2023 – Leeds – Venue TBC.**  **Action point**:  ALL – Send EH email account that is linked to Blackboard to ensure access.  ALL – Update [padlet](https://padlet.com/traineeforumyh/3twjl1jf6lvr1a0) to give suggestions of what we should include in the HEE induction 5 minute “focus” summary video on HEE YH’s role in training education and support  **Wider Forum Meeting – 30th November (EH)**  Redistribution and expansion discussion: Redistribution balanced by expansion. Increasing levels of medicals UGs. Increasing levels in areas of deprivation – address historical inequities in service provision.  **Action point**:  EH/CC – Minutes to be confirmed from WF meeting  **DMT/DEMQ Update (SP)**  DMT some level of uncertainty in the next few months – rebranding due to transition.  Reviewing current projects.  Updates from EduCon:  Good attendance from across Y&H with approx. 200 educators.  Workshop delivered by TEF members. Menti results from participants collated. Highlighted most participants not aware of the trainee forum.  Need to keep sending emails/content to higher senior levels as high risk of being missed. Suggestions around trainee engagement – have to consider that this is a large geography with 6500 trainees, and TEF members have limited time.  Using tech to enable trainees to feedback e.g. Hull JDF – text system to send in concerns.  Gathered potentially helpful contact details. Posters sent back with Educators, who seemed to be keen to hear from us – requested inclusion in TEF newsletter distribution list.  Suggested increasing focus on medical students – agreed by TEF current focus should stay on existing trainees within the region.  Need to get a session at induction days – put posters into induction packs. Creation of video to send out to be included in inductions. Learning support budget could be utilised to support this or inclusion in 5min HEE Y&H Intro animated video – more effective and efficient opportunity to promo TEF.  Local promo opportunities – handover materials at next social.  Newsletter – send to PGD office and send to heads of schools.  **Action point**:  EH - Investigate texting service that Hull JDF are using. Check newsletter is also going to dental schools/trainers. Collate info from menti <https://www.mentimeter.com/app/presentation/alxkuffx92zpdaa2edy4fk4dhj85a7fb/azd9hkgnz9pj>  CC - Ask Wider Forum to assist in promo – hand out posters. Delegating to local WF members to contact administrators to assist in raising awareness.  EH, CC, LM – To contact managers of medical education with TEF/WF details. Sharepoint has the contact lists of these people.  SS – to email out for addition to induction pack.  **User Stories (CC)**  4 themes identified in what users want to get from the WF.   1. Improvement of training, education, wellbeing and support. 2. Representation and engagement 3. Leadership experience 4. Understand policy and get insight   How can we better involve the Wider forum in ongoing projects?   * Give people a task in advance in WF meetings (on a theme) to focus the meetings e.g. asking people to send us something to share on social media. * Could get WF to vote on ideas for upcoming themes and input into agenda. * Standing item on the agenda – WF members opportunity to put ideas across. * ‘You Said, We Will Do’ style for WF – empower WF to take action from task/theme.   Need for specialty reps from missing schools.  Need to see input being acknowledged to motivate attendance.  Discussion on tickbox/poll/attendance of schools at WF to check representation.  Locality leads to check in with WF members in their localities? Addition of breakout rooms at end of WF meetings.  Discussion around possible courses – encouraged sharing of information and courses on the comms request page.  **Action point**:  JT – create social media posts: Wider Forum, Recruitment for missing schools (Ophthalmology, Radiology, Emergency Med), Signposting to TEF generic email.  CC – explore with WF members level of interest to engage with locality leads  **Business Plan**  Feedback from J Cooper (PGD) – need a way of highlighting how action points are being followed up/completed.  Action Log available in MS Teams folder. Links shared. Discussed use of Trello to visualise action log.  Review of current action points and leads.  **Action point**:  EH – conversion of Action Log/ business plan to [Padlet version](https://padlet.com/traineeforumyh/hkk4ch7zltrvv9rz)  **Team Updates**  Congratulations to Susie on her recent Fellowship appointment!  **ACTIONS SUMMARY**   * One: Ensure updated mailing list for all TEF members to access necessary folders/info/resources * Two: Development of WF including involvement and support of current members, delegation of local promotional/awareness raising opportunities, identifying representatives from ‘missing’ schools, and continued promotion. * Three: Continued development and updating of Business Plan and Action Log |