* Chair: Annabelle Carter
* Secretary minute taking: Maria Crouch
* Apologies: Lucy McCabe, Sidra Chaudhry (others sent apologies to Annabelle)
* Attendees: Sara Page, Rammina Yassaie, Lauren Harkin , Sanah Sajawal, Sana Fatima, Emma Howe.
* Introductions to Emma Howe is the new FLP taking over Annabelle’s role.
* Wellbeing check in and good news.

## COVID recovery

* Emma Diggle unfortunately unable to attend to discuss the training recovery.
* Training drop in sessions over December for training recovery: no trainees attended the drop in sessions.
* Had few more submissions on the second round of COVID recovery submissions.
* Minimal submission from surgical specialties.
* Emma Diggle is creating a summary about the training recovery bids for newsletter.
* Money not spent gets return to treasury by next financial year April 2022.
* Concerns redeployment are worsening training and reducing trainees interaction with CVID recovery.
* Rammina discussed back fill locums to allow freedom for trainees if funding can be used for this. Also Rammina looked at requesting group discounts for training eg; BMJ online. Trusts said deadline for submission had passed so could not request.

Annabelle to action: email regarding back fill locums and query regarding further recovery submissions.

REDEPLOYMENT

* Trust contradicting advise that Jon Cooper has given regarding redeployment.
* Further concerns or escalation regarding redeployment concerns needs to be clearer to trainees. Conflicting advise from DMEs.
* Locum back fill or higher locum rates to assist with staffing to prevent redeployment.
* What does compassionate redeployment look like? Trust charter/increase communication.

Next meeting with Jon Cooper to discuss the redeployment concerns and differing attitudes between DMEs and HEE postgraduate dean.

Charter for compassionate redeployment for trusts to assist with communication with trainees and learning from good examples from some trusts.

Chase any national/local survey feedback regarding trainee redeployment.

COMMS WITH HEE:

* Becky Travis from HEE strategy and comms team is working on improving HEE and trainee communication. Webinars not to be done but work on mini podcast videos on updates and introduction to staff members within HEE, updates on projects. She is buying some software to assist with the technology side.
* Meet the dean and other members within HEE who need to be more visible.
* Becky is looking for trainee volunteers to assist looking through TEF and FLPS to assist with project.
* Emma Howe will be leading as chair when starts.
* Volunteers withing TEF: Maria, Sara.
* Informal peer to peer comms not making it official HEE as causes comm approval issues. Becky agrees with this mechanism of comms as it is through TEF.

ACTIONS : Waiting for meeting with Jon Cooper to confirm agreement with the comms suggestion. Team to email Annabelle any ideas for subjcts for the mini podcasts/videos.

Newsletter:

* Most sections submitted; Thank you for all TEF members who submitted sections for this months newsletter.
* No other points regarding newsletter

LTFT:

* National webinars next week regarding LTFT.
* Category C being expanded to 3 more school categories.
* Not much update at the moment: Lauren chasing some contacts for meetings locally.

Quality:   
Anabelle, Maria and Lucy meeting with Vicky from HEE quality next week

Employment update:

Sara has created list of all guardians of safe working

TEF wider forum agenda: 9-12.00 8/2/2021

* Can TEF members have back 2 back up questions for meet the dean: please email Annabelle and Emma Lowe with these.
* Emma Diggle COVID recovery will be present at the TEF wider forum.
* 2 FLPS working on organisation development happy to contribute an educational session on running an effective meeting. Half hour for wider forum educational needs. Plan the educational sessions at the end of the wider forum; prioritise meet the dean and q&A time then covid recovery prior to educational section. TEF members agreed that educational section on the wider forum to be incorporated into these meetings to allow training time

Wider forum Agenda discussed:

9-10 Jon Cooper ask the dean

Buffer time for: Redeployment questions

10-10.30 Emma Diggle COVID recovery (20minutes) time needs confirmation

Break

10.45-11.30 Things to discuss: Focus on positive projects within TEF/HEE

Current projects

1. LTFT: Lauren attending a wider meeting next week so depending on update could do small talk on section C role out.
2. Exception reporting update to try promote use.

Sara/Rammina going to try find a trainee to discuss their experience with exception reporting for positive change. To see if we can get someone confirmed for meeting. Help promote exception reporting from the view of the trainee.

1. Comm webinars:

* What do people understand about HEE? JAM BOARD
* What do people want to know about HEE? These may assist with podcast sessions on myth busting what trainees think about HEE.
* Thoughts from wider forum on mini podcasts offer time to discuss what topics to cover/how to advertise.
* What do you want to hear from the TEF

4. Invite EDI FLP team if someone want to do a 3minute presentation on current project.

# ACTIONS SUMMARISED:

* Annabelle to action: email regarding back fill locums and query regarding further recovery submissions.
* Sara/Rammina going to try find a trainee to discuss their experience with exception reporting for positive change. To see if we can get someone confirmed for meeting. Help promote exception reporting from the view of the trainee.
* Comms videos: Waiting for meeting with Jon Cooper to confirm agreement with the comms suggestion. Team to email Annabelle any ideas for subjects for the mini podcasts/videos.

* <https://jamboard.google.com/d/1MoV57Aml9kkeiqO-0o5zy0DvE12xZRKoWnzHF3RtxRA/viewer?f=0>
* Please message on Jam board questions that we could put forward to the TEF wider forum regarding HEE opinions or thoughts.
* Back up volunteer for TEF member to do minutes encase Maria is unable to attend last minute due to personal reasons may have to cancel attendance with short notice.