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

**Minutes of Meeting**

**Date: 18/07/2022**

**Venue: Online – MS Teams**

**Time: 0900-1200**

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

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

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

[ ] Hussain Sarwar (HS)(Vice Chair) [x] Sanah Sajawal (SS) (West Locality Lead)

[x] Maria Crouch (MC) (Secretary) [ ] Opeoluwa Adeniran (OA) (EDI Lead)

[x] Lucy McCabe (LM) (Quality Lead) [ ] Rammina Yassaie (RY) (Employers Lead)

[x] Pete Webster (PW) (Academic Lead) [ ] Sana Fatima (SF) (Wellbeing & Support Lead)

[ ] Lauren Harkin (LH) (LTFT Lead)

**Apologies: RY, SF**

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| **Welcome****Introductions, apologies****Review of Action points from last meeting:** * SF wellbeing lead and StS South locality lead has advised stepping down from role.
* 6/13 TEF role summaries completed by TEF members.
* PW highlighted that other members from initial set up of TEF will be coming up to 2-year tenure limit.

Action point: EH need to confirm date of start as first TEF meeting was March 2020. EH will contact original TEF to confirm date of finish. Need to start advertising for TEF gaps asap as many empty roles in next 6 months. **ITEM Feedback from the TEF feedback survey (SP)**10 responses to the survey from TEF members. Each question scored out of 5. Understanding role of TEF and own role in TEF score >4Team work within the TEF average score of 4. Everyone in team is enthusiastic and committed: 3.4 score I think team members are held accountable: 3.3 score * I have training and resources that I need to perform my role well: 3.8 score.
* LM expressed concerns around full time clinical members having the allocated 2 sessions a month for TEF work. Often priorities attending TEF/wider forum meetings therefore feel unable to work on projects for TEF.
* PW expressed issues with gaps in the rota impacting attendance as well. Suggested whether evening meetings may suit some members or allow increase attendance. EH suggested if able to plan the TEF meetings for full year; suggested on set day of the month eg: 3rd Friday of month. This may allow further forward planning for attendance.
* StS suggested backbone of TEF members from OOP to help support projects and running with addition of clinical members but important to still have clinical members.
* LM expressed concerns around working on projects with quality team at HEE; either setting time aside to work on a project or reserving time for meetings which are then cancelled or changed short notice. Short notice from HEE expecting TEF members to contribute to projects short notice. EH feels HEE buddy scheme will hopefully help with this.
* SP and MC discussed thoughts around live action log and platform to assist with communication and sharing documents/work as part of secretary role.
* SS discussed higher number of OOPE/FLP on TEF and clinical members who have previously been on TEF to stay as alumni on wider forum. Still need clinical members on TEF.
* StS understood that chair, vice chairs and secretary should be FLP members to enable commitment for these roles. Also, for TEF members to consider if there should be change in the 2 year tenure.
* StS described a contract for NHS entrepreneur scheme where signed contract by trainee, ES and rota co-ordinator to agree to the committed protected time out of rota to attend sessions/work on project; consider whether we can create something similar for TEF to allow greater protection/empowerment for professional leave.

**Action point**: * Review if we need to consider changing the wording around 2-year tenure for TEF members clearly as max limit with flexibility to leave before that date.
* Work on platform/action log EH and MC to explore this to improve accountability and working group interaction.
* Meetings on set date for each month to explore feasibility, this could cause issue with LTFT.
* Consider creating signed contract with support of dean for TEF members to have signed agreement from rota co0rdinator, ES and college tutor to support time out of rota to contribute (unless exceptional circumstances).
* StS to send entrepreneur scheme form to EH to provide template for proposed HEE supported document to be shown to ESs/ college tutors to promote professional leave allowance.

**ITEM TEF roles**Breakout rooms discussing the roles of TEF members and considering how roles can be improved.Thoughts:* Academic lead on TEF may not be a required role as minimal issues raised by academic trainees as they have issues often resolved directly by the university.
* Quality role may be better suited for FLP/OOPE member due to the workload and commitment required to work with quality team, which is a key role, however difficult role for a clinical member. Suggested this could be a work stream/group to share workload and improve empowerment of role. Chair and Vice Chair perform quality work also.
* To consider the roles of locality leads: to consider creating link with JDF at trusts to attend their meetings. Locality leads important to be clinical member to have link directly with trainees. Team to consider the structure of relationship with wider forum members and locality leads and if need to update this structure in terms of reference once we agree on how this could logistically work.
* Meeting members agreed to keep locality lead rather than representing broad schools such as GP, medicine, surgical specialties, dental, foundation etc. those not present in meeting if please let EH know any opinion regarding this. Current agreement to stay as locality leads.

**Action point**: EH to explore access for secretary to HEE TEF email once FLP finishes. MC and EH to work on development of platform and action log.**ITEM TEF restructure.** * Discussed restructure of certain roles within TEF. Agreed to keep locality leads but need to work on how to link or structure feedback/meetings with wider forum members trying to improve contribution and engagement.
* Team agreed one vice chair role is enough.
* Wider forum lead instead of co-vice chair, increase quality team leads considering one needs to be FLP member.
* Do we need 2 EDI reps?

Suggested structuresChair, Vice Chair (social media), Wider Forum, Secretary(agendas/website/emails), Quality (2?) , EDI (2?), Employer/BMA, South, North East, West, LTFT, Wellbeing. **Action point**: EH will reflect on the feedback from discussions around TEF restructure from this meeting and will send summary of the suggested restructure of TEF to members. Please feedback opinion on whether you agree or have any additional suggestions especially if you have not been able to attend the meeting today.**Summary of Meeting Action points**: * Those that have not managed to complete their role summary please complete and return to EH asap.
* EH will send an important email outlining possible suggested restructure of roles within TEF. Please give your feedback or any additional suggestions to assist with advancing the TEF development.
* MC and EH to meet to discuss action log development/teams development.
* PW and EH to meet to discuss on going academic role.
* EH to explore how to get access for MC for TEF email once FLP finishes.
* If secretary role needs to be FLP/OOP then possible role to advertise as MC finished FLP end of July.

Dates for the Diary:**WIDER FORUM 31st AUGUST 1300-1600****TEF; 19TH AUGUST 1300-1600****Please send any suggested agenda items to MC.****Please send apologies to MC/EH if unable to attend the meetings.**  |