# Yorkshire & Humber Trainee Executive Forum (TEF) Minutes of Meeting

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| Date and time | 11/06/20250915-1215 |
| Venue details | Virtual – MS Teams |
| In attendance | **Name** | **TEF Role** |
| Shrita Lakhani | *Chair* |
| Janaky Nam | *Communications and Engagement lead* |
| Katie Jarvis | *Incoming chair* |
| Matt Betts | *Secretary* |
| Katie Miller | *LTFT Co-Lead* |
| Zehra Naqvi | *EDI Co-Lead* |
| Nkiruka Edward-Alali | *North and East Locality Lead* |
| Michelle Horridge | *LTFT Co-Lead* |
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| **External Speakers** |
| **Name** | **Role** |
| Tom Petrov-Clayton | Senior Planning Lead for Medical and Dental Workforce |
| Apologies | Matt RoseTerence IsaacsSindhu PavuluriTheresa UgalahiUche IroegbuSophina MahmoodYamen Jabr |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees*** Icebreaker: Exercises for prolonged sitting and wellbeing check in
* Apologies noted
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|  | **Actions from Previous Meetings**April Exec Meeting (Number refers to April 2025 Action Log)Closed: * (1) Approved ToR circulated
* (2 & 3) SDT principles reviewed at TEF Directorate and concise position on why off-site SDT is preferred has been developed. SL to present principles to DMEs at DME/HoS meeting on 01.07.25
* (5) Anti-bullying graphic finalised and ready to be circulated
* (6) EDI Co-leads invited to attended NHSE YH EDI Working Group
* (7) Exception reporting updates included in IMG handbook
* (8) Trainee forum name altered on Y&H Deanery website
* (9) Explored process by which consultant receive professional leave for activities such as exam marking.
* (13) Update to exception reporting added to presentation promoting Trainee Forum
* (14) Links to GMC survey and medical training review survey circulated
* (15) Application form for exec committee updated to request separate video for each applied role

Ongoing: * (4) Awaiting outcome on whether military trainees can access NHSE resources and services
* (10) Photos received from all new TEF members, however 1 blurb outstanding. SL to chase.
* (11) Developing graphic highlighting updates to ER process for circulation among WF and social media
* (12) Developing new graphics for social media regarding opportunities to contribute to BMJ Learning

May Exec Meeting (Number refers to May2025 Action Log)Closed: * (3) Response received to queries around LTFT Training (see chair updates section for further detail)
* (4) Reviewed April 2025 action log.

Ongoing: * (1) Locality leads to develop strategy on reaching out to small specialities in advance of summer recruitment
* (2) Photos received from all new TEF members, however 1 blurb outstanding. SL to chase.

**Actions:** 1. **Awaiting outcome on whether military trainees can access NHSE resources and services**
2. **SL to follow up on outstanding TEF member blurb for website**
3. **SL to circulate Exception Reporting information (SP’s PowerPoint and BMA webpage) to exec team. Committee to consider what TF’s role is in regards to exception reporting updates and how role can be achieved** (see Chair Updates section for further detail)
4. **JN developing new graphics for social media regarding opportunities to contribute to BMJ Learning**
5. **Locality leads to develop strategy on reaching out to small specialities in advance of summer recruitment. NE-A to take lead on organising meeting.** (see Chair Updates section for further detail)
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|  | **Chair updates:** Exception reporting and reforms to the systemBMA guidance reviewed: [Exception reporting reforms – summary and FAQs.](https://www.bma.org.uk/our-campaigns/resident-doctor-campaigns/pay-in-england/exception-reporting-reforms-summary-and-faqs) Discussion around what TF’s role is regarding the updates to exception reporting (promotion?) and how that can be achieved. SL to circulate SP’s summary of updates and to discuss at next meeting once information reviewed. Deanery Buddy System:Scheme to provide TEF mentors interested in educational leadership with opportunity for mentoring and career advice. 1 place available and for more information – seek SLAutumn Exec Meetings8-week window for study leave applications in September is nearing. SL to liaise with incoming chair and to confirm date for Sept and October meetings, so leave can be submitted. NE-A highlighted that study leave allowance for Trainee Forum hasn’t been added to Aug 25-26 placement. All parties to check on ACCENT whether TF entitlement has been added 25-26 study leave allowance - inform SL if not included. Exec RecruitmentMR received multiple invitations to present at RDFs in West Locality. Will help promoting TF among employer networks especially in advance of summer recruitment. Specialities with no representation in forum highlighted. NE-A to arrange meeting with other locality leads to develop strategy to reach out. Responses to queries around LTFT Training raised at May 2025 meeting1. Who makes decision from employers side regarding LTFT application? Departmental Management Structure (not DME)
2. TPD’s role in initial conversation about LTFT Training. Should discuss the impact of going LTFT on training and education, whether any adverse impacts. Discussion should not be conflated with service issues
3. Appeals process with employer if LTFT application denied. To be raised with employers when present findings of LTFT survey and actions taken by Deanery.
4. TPD Contact Details. All schools been asked to submit TPD email addresses, which can then be uploaded to website

**Actions:** 1. **All exec members to check if Aug 25-26 study leave allowance on ACCENT includes TF entitlement - inform SL if not.**
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|  | **Wider Forum Update** AgendaDiscussion that would be relevant for audience if guest speakers discussing leadership focus on how PGDiT can build their leadership portfolio (in addition to sharing their leadership portfolio). SL to inform Aug guest speaker regarding this. Question of Month 2 questions received and another is required. Shared existing questions and thoughts welcomed for third question (contact SL)NewsletterSpring edition not circulated due to admin error. Following discussion at TEF Directorate, spring version to be modified and release for summer. JO to assist with Wellbeing update in newsletter. **Action:**1. **SL to brief Leadership speaker for Aug WF to include section on how PGDiT can develop their own leadership portfolio whilst still in training.**
2. **JO and SL to plan further wellbeing work (updates in newsletter or workshop)**
3. **All parties to submit ideas for Question of Month**
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|  | **Meeting Updates**DMT – No May meeting. However major incident planning document to be shared with TF for consultation. SL will ciruclate once received. DME/HoS– BMA balloting until 7th July regarding further strike action. DEMQ – Yorkshire and Humber response to GMC NTS survey low and so deadline extended. School self-assessment data shared highlighting the overall key successes and challenges. General improvement across most domains and data for each school will now be shared with each HoS. TEF Directorate – SDT principles to be restructured with plans to present to DMEs at July meeting. . Regional Teaching Commitee – June meeting cancelled and not yet been rescheduled. SOP – Trainee Forum SOP approved! Available on [policies and forms](https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies) page on Deanery website and JN to upload onto Trainee Forum webpage. DEEF – No further meetings since May exec meeting. Next meeting on 08.07.25 LTFT Employer forum: No meetings since May exec. However Associate Dean for LTFT, NHSE YH Business Manager for LTFT and Flexible Working Champion from Leeds Teaching Hospitals are July exec meeting for a Q&A section. All parties encouraged to consider questions they would like to ask during this agenda item. **Action:** 1. **Trainee Forum SOP to be uploaded to Trainee Forum Webpage**
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|  | **Distribution of Medical and Dental Workforce**Guest Speaker: Tom Petrov-Clayton. Discussed a range of demographic data highlighting large population increase in 1950s & 1960s, expected UK population trends for next 20 years and impact of aging population on health service.  |
|  | **Team Updates****Quality – TI –** Working with SL on revising SDT Principles. Unfortunately no response from DMEs at Harrogate & Barnsley (P Croft & S Holbrook)**Employers** **– SM** – Apologies**LTFT Co-Leads** – **KM & MH** – Nil**EDI Co-Leads – ZN & TU** – EDI Co- leads now sitting in on EDI working groups within Deanery. Ongoing work on IMG handbook and webpage**Wellbeing – JO –** Bullying graphic completed. **Wider Forum – SP** – Apologies. **Vice Chair** **– UI** – Working on thematic analysis of queries received by forum to help inform business plan. **Comms Lead – JN** – Updating website with new SOP and Terms of Referencing. Working on build up to releasing bullying graphic.. **West Locality – MB –** Invited to present at multiple RDFs in West locality (including today)**North and East Locality – NEA** – Arranging locality leads to meeting develop strategy to promote TF among specialities**South Locality – YJ –** Apologies |
|  | **General Practice: Guidance on taking leave and educational time:**Discussion regarding guidance and following points highlighted. * Guidance generally well received. It’s felt it would help ensure standardisation in educational time across the region.
* How is guidance going to be disseminated amongst educators and employers?
* Educational time: clarify what this is and how its different to SDT. Some practices refer to this as tutorial time, so emphasising the alternative name would be helpful.
* Seek Clarity regarding:
	+ will practices be held to account if not delivering on this educational time? If so, how?
	+ Does the same apply to secondary care and if so, can this be made explicit, so it’s clear?
		- NHSE Guidance on Educational Time for GP registrars in secondary care is ambiguous, especially in relation to the time allocated. This is challenging for rota co-ordinators/those who self- roster, so further clarity on the allowance in secondary care would be helpful.
		- Additionally what should be the protocol for educational time when GP registrars are on call/nights.
	+ What is allowance is for registrars that are LTFT? Pro rata, or the full 12 hours per week?

**Actions:**1. **SL to submit comments regarding GP guidance on educational and annual leave.**
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| Action Log |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | Awaiting outcome on whether military trainees can access NHSE resources and services | SL |
| **2** | Follow up on outstanding TEF member blurb for website | SL |
| **3** | Circulate Exception Reporting information (SP’s PowerPoint and BMA webpage) to exec team. Committee to consider what TF’s role is in regards to exception reporting updates and how role can be achieved | SL |
| **4** | Developing new graphics for social media regarding opportunities to contribute to BMJ Learning | JN |
| **5** | Locality leads to develop strategy on reaching out to small specialities in advance of summer recruitment. NE-A to take lead on organising meeting. | NE-A, MR & YJ |
| **6** | Check Accent study leave allowance 2025-2026 includes Trainee Forum allocation | All parties |
| **7** | Brief Leadership speaker for Aug WF to include section on how PGDiT can develop their own leadership portfolio whilst still in training | SL |
| **8** | Develop further wellbeing workstreams  | JO |
| **9** | Submit ideas for Question of Month to SL – all thoughts welcome | All parties |
| **10** | Upload Trainee Forum SOP to be to Trainee Forum Webpage | JN |
| **11** | Submit comments around GP guidance on educational and annual leave. | SL |

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| Date of next meeting | 08/07/2025, PM |
| Completed by | Matt Betts - Secretary |
| Confirmed by | Shrita Lakhani - Chair |