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

**Minutes of Meeting**

**Date: 18/3/22**

**Venue: Online – MS Teams**

**Time: 09:00-12:00**

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

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

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

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

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

[x] Lucy McCabe (LM) (Quality Lead) [ ] Sidra Chaudhry (SC) (EDI Lead)

[ ] Rammina Yassaie (RY)(Employers Lead) [ ] Peter Webster (PW) (Academic Lead)

[ ] Lauren Harkin (LH) (LTFT Lead) [x] Sana Fatima (SF) (Wellbeing & Support Lead)

Katie Cobb (KC), Ben Fleat, Chloe Anderson (CA)

**Apologies:** Peter Webster, Rammina Yassaie, Stuart Stokes, Opeoluwa Adeniran, Lauren Harkin, Sidra Chaudhry, Sanah Sajawal

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| **Welcome****Introductions, apologies****ITEM Review of TEF meeting minutes/actions**Rammina & Emma have contacted Katie Cobb regarding issues with study leave policy.Summary of exception reporting experience for the newsletter To engage with wider forum about barriers to attend meetingsSara in contact with Miss Kaufmann about how HEE see the forum and each TEF to have a specific person contact link Lucy arranging social date**Action points**: EH to chase Katie Cobb reason for GP outlier from the proposed new study leave policy from HEE. Also some clarity in wording for study leave and inclusion/exclusion such as resit of exams. SP to contact Khaled regarding piece on exception reporting for newsletter EH creating a survey to send out to wider forum for feedback SP working on list and plan of roles within HEE and forum members MC & LM Still to action meeting with Vicky LM Doddle pool sent and need to narrow down dates **ITEM Training Recovery** Feedback from TEF was sent to Recovery team and forwarded to Jon Cooper. No response back from this feedback. **Action point**: EH to chase Jon Cooper / Katie Cobb on actions following TEF replies regarding concerns about recovery plan and short notice for involvement. **ITEM Inclusivity LGBTQ+**YH Trainee raised concern through an EDI FLP project of lack of support/awareness resources for LGBTQ+ community. Sara looked in to support available and used twitter/tweet from GLADD to ask about thoughts from trainees but no reply.HEE news 23rd Feb 2022 – HEE received gold award from Stonewall for its commitment to ensuring all lesbian, gay, bi, trans and queer staff are supported in the workplace. HEERO is an HEE staff network raising awareness and provide support for LGBTQ+. **Action points**: To collate from HEE website (as not user friendly) to consider all aspects of diversity to create space on TEF website to share resources. EH to create contact link with FLP to work alongside project with EDI on TEF LM to get in contact with Team member at Leeds regarding current LGBTQ+ team EH to contact IT if TEF members can HEE emails to prevent issue each year with access when people rotate roles (as only FLPs who have hee emails) and to improve access for all trainees to contact TEF to improve communication  TEF to consider ways to improve showing support for all minority characteristics on website (banners, links of resources)**ITEM Night shift safety** Wider TEF member raised concern about night safety and whether there are examples about protocols for night safety any examples of good practise. Team felt this was not a HEE issue but trust specific. Signposted to school of anaesthesia, BMA and local JDF as trust specific policies and good examples of successful projects already. BMA have fatigue and rest facilities documents to assist with local improvement.**Action point**: EH to email feedback to specific individual with resources. **ITEM Study leave policy & Accent** Katie Cobb, Chloe Anderson, Ben Fleat team involved in roll out of accent manager for electronic study leave application process. Demo by Ben on Accent how to apply for study leave. HEE Y&H have allocated “unlimited “budget to encourage trainees to apply for study leave and not limited by the system (may still not be approved but allows submission of all desired study leave/course). HEE Y&H to support aspirational study leave for all trainees. Trainees will still need to apply for study leave approval direct form rota co-Ordinator and ES prior to completing the electronic application process (to aid in tracking SL and TPD approval for those courses that need it). Separate application for expenses still needed. TEF expressed concerns still around difficulty of expenses and multiple apps. Leeds trialling process in 4-6 weeks.**Action point**: KC & CA will update TEF after initial pilot. **Action point:** KC to create a piece for the newsletter to promote the study leave Accent. **ITEM Next TEF agenda and wider forum** **TEF 20th April 13.00-1600****TEF 4th May 09.00-1200****Wider forum 11th May 1300-1600**Discussion about GMC and NTS results Deanery ranked 16/18 for satisfaction results; await summary of data and quality involvement for feedback. **Action point**: EH to ask if someone from quality can attend TEF to discuss survey results and concerns and explore if HEE senior staff want to attend wider TEF when we are discussing survey **Action point:** EH to explore feedback on opinions of TEF/WF whether we want staff from HEE attending whole WF meeting or section of meeting. **ITEM Newsletter planning**Emma has content plan for sections. Will be asking some TEF members to assist with specific sections. Next issue April.**Action point**: ALL please contact Emma with any suggestions for newsletter. **ACTIONS SUMMARY*** EH to chase Katie Cobb reason for GP outlier from the proposed new study leave policy from HEE. Also some clarity in wording for study leave and inclusion/exclusion such as resit of exams.
* SP to contact Khaled regarding piece on exception reporting for newsletter
* EH creating a survey to send out to wider forum for feedback
* SP working on list and plan of roles within HEE and forum members
* MC & LM Still to action meeting with Vicky
* LM Doddle pool sent and need to narrow down dates
* EH to chase Jon Cooper / Katie Cobb on actions following TEF replies regarding concerns about recovery plan and short notice for involvement.
* *Undesignated* to collate from HEE website (as not user friendly) to consider all aspects of diversity to create space on TEF website to share resources.
* EH to create contact link with FLP to work alongside project with EDI on TEF
* LM to get in contact with Team member at Leeds regarding current LGBTQ+ team
* EH to contact IT if TEF members can HEE emails to prevent issue each year with access when people rotate roles (as only FLPs who have hee emails) and to improve access for all trainees to contact TEF to improve communication
* TEF to consider ways to improve showing support for all minority characteristics on website (banners, links of resources)
* EH to email feedback to specific individual with resources.
* KC & CA will update TEF after initial pilot.
* KC to create a piece for the newsletter to promote the study leave Accent.
* EH to ask if someone from quality can attend TEF to discuss survey results and concerns and explore if HEE senior staff want to attend wider TEF when we are discussing survey
* EH to explore feedback on opinions of TEF/WF whether we want staff from HEE attending whole WF meeting or section of meeting.
* ALL please contact Emma with any suggestions for newsletter.
* *Undesignated* to update terms of reference with EH; will be discussed in April TEF please contact Emma if would like to assist.
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