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

**Minutes of Meeting**

**Date: 15/11/23**

**Venue: Meeting Room 2, Blenheim House, Leeds**

**Time: 0900-1200 (team building PM)**

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

[x]  Sium Ghebru (Chair) [ ]  Charlotte Chuter (Wider Forum Lead)

[x]  Raykal Sim (Vice Chair) [ ] Chioma Maduka (East Locality Lead)

[x]  Susan Stokes (Secretary) [ ]  Ugochukwu Uzondu (South Locality Lead)

[x]  William Sapwell (Employers Lead) [x]  Eman Hassanin (West Locality Lead)

[x]  Waqas Din (Quality Lead) [ ]  Sara Khalid (Wellbeing & Support Lead)

[ ]  Donnar Ejiofor (EDI Lead) [x]  Jessie Tebbutt (Comms & Engagement Lead)

[x]  Laura Naish (EDI Lead) [ ]  Michelle Horridge (LTFT Lead)

**Apologies: UU CC DE CM EH**

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| **Welcome****Introductions, apologies****ITEM 1: review of actions from last meeting / agenda for future meetings*** Letter of support has been formalised with the aid of Jon Cooper (YH PG Dean) – TEF members to use and escalate to Andrew Brennan (AD) if difficulties with obtaining professional leave.
* TOR review: Ongoing, discussing draft with Andrew Brennan currently – working aims -work to do on how we craft the application process changing mini-CV to MS Teams form, TEF membership discussed, could one be on a training scheme outside of Yorkshire but reside within Yorkshire and remain on TEF
* NE TEF SG attending in Nov 24th as a observation study
* Regional Teaching focus groups ongoing – critical themes beginning to be identified – lack of senior led leadership
* TEF directorate meeting Nov cancelled so ToR will be brought to December meeting

**Action point**: SG/TEF ongoing work with ToR – to bring to TEF directorate meeting in December. Letter of support available to all TEF members to obtain professional leave to attend meetings**ITEM 2: DMT/DEMQ**DMT attended in person 25th OCT – NTS Data reviewed (similar to Aug WF 2023 meeting) Ongoing Quality work in NTS findings – deanery team appear to be quite positive on the data considering there are small margins between rankings – this view was not shared by SGJames Spencer (Dental Dean) proposed plans to rectify DCT underfilled roles – this included option of FY2 in OMFS posts (not feasible until August 2024) general positive comments from TEF– can be very useful for shared learning. Allied specialties may also be interested (ENT/plastics)Trusts struggling to fill LTFT posts* Is this an issue with inadequate planning around WTE in HR?

How do we get representation in the PaWS meeting? Perhaps with Jon Cooper and James Tomlinson support (AD for quality)?Importance of our fundamental position that no decisions should be made about trainees without trainee review.Digital passport for trainees – coming soon.**Action point**: Consider including TEF members in PaWS meetings in order to have regular trainee input – to bring up in next TEF meeting. Digital passport for trainees to be presented at December TEF **ITEM 3: QOTM – Study Leave Working Group (SLWG)**£30m National Pot allocation for study leave: how to distribute with equity* Individual trainee learning accounts? (ILA)
* Geographical variation / prioritisation of regional courses
* Discretionary fund?
* Academy of Medical Royal Colleges (AOMRC)
* Cottage industry whereby certain conferences/courses included in the study matrix are funded but may be poor value (dentistry)
* There are frequently insufficient spaces for trainees to attend courses they need to go to
* Looking into sponsored courses as in cardiology?
* Disseminate results/best practice document developed by Claire Murphy via specialty reps to TPDs
* once Claire Murphy has presented her results, DDiTs in WF to discuss how to implement, within specialties, accommodating for regional nuances.

**Action point**: Await Claire Murphy’s focus group data into regional teachingSS/JT to be TEF representatives at national SLWG – SG to facilitate coordination with AOMRC**ITEM 4: PaWS** (Lindsay McLoughlin unfortunately was unwell and unable to attend - sends apologies)**Action point**: SG to rearrange presentation**ITEM 5: SBAR Deanery PGDiT Induction Project (Chloe Anderson, Nikki D)**Established Trust and departmental induction program – Plan to incorporate Deanery Induction Project with target date August 2024Proposal for deanery induction project and signposting prior to needF2F considered x3 p.a. – concerns around access, facilitator availabilityDon’t want to replicate what is done by the School – is there a SOP for these?Limit videos to 2-5 minSignposting links to national guidance should be included – TEF National ARCP video already existsBroaden scope of some of the recommended topicsNeeds to cover IMGsLooking for FLPs to produce scripts for videos for:* FLP
* Deanery senior team, roles, and organisational structure
* LTFT
* PaWS (Gofannon)
* How to raise concerns
* TEF (SG)

…and TEF to sense check/editTEF/WF rep to speak at deanery inductions**Action point**: ALL to think of any missing recommendations for deanery induction, TEF to compile resources we know of that can fulfil any of the components.SG to f/u 29th November with ND and CA**ITEM 6: Updates**1. Quality: WS and WD have sent round an intro email. Issues with completing NETS – tech issue? WD will be attending DMQ meetings.
2. Employers: education. Leeds JDF forum invite. Will be discussing exception reporting – feedback, interviewing for foundation dean role.
3. EDI: working with Theresa on DA and mentees courses.
4. W Locality: no comms with Paeds senior trainees, meeting next week with Chief Registrar. Encouraging exception reporting for missed teaching. Issues around study leave being granted because of rota not being organised. Attending
5. Comms/engagement: would like to facilitate plan for engagement for the next few years. Vision for TEF. Establishing some KPIs. Infusing money into the TEF directorate. Aim to bring to January meeting. Establish business plan that aligns more closely with the TEF mission statement.
6. SS to facilitate a culture change discussion at TEF Dec. Speak to Emily Langford and Sara Page.

**Action point**: SS look to recruit EL or SP to facilitate/advise facilitation of culture change QOTM at the Dec TEF.**ITEM 7: AOB**TEF Fellow post has been advertised. Other fellow posts being advertised. Invitation to TEF members to call on current/past FLP/TEF members for any support with exploration of and application for these roles.Appreciation of F2F meeting today. Agreement to shift the March F2F full day to January’s TEF slot.**Action point**: ALL to advertise the FLP and enable applications**ACTIONS SUMMARY*** Develop a form to replace the mini-CV application component for TEF (SG/SS)
* SG/TEF ongoing work with ToR – to bring to TEF directorate meeting in December.
* Discuss incorporation of TEF into PaWS meetings (SG/RS/SS)
* SS/JT to be TEF representatives at national SLWG – SG to facilitate coordination with AOMRC
* Rearrange Lindsay McLoughlin presentation (SG)
* Consider deanery induction project content (ALL)
* Compile resources that can fulfil any of the components for deanery induction (ALL)
* Contact Sara Page and Emily Langford re facilitation of a culture change session for Dec TEF (SS)
* Advertise and enable applications for FLP esp TEF chair role (ALL)
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