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

**Minutes of Meeting**

**Date: 16/11/2022**

**Venue: Online – MS Teams**

**Time: 1300-1600**

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

[x]  Emma Howe (EH) (Chair) [ ]  Charlotte Chuter (CC) (Wider Forum Lead)

[x]  Sara Page (SP) (Vice Chair) [ ]  Roxanne Cottrell (RC) (East Locality Lead)

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

[x]  Lauren Harkin (LH) (LTFT Lead) [x]  Sanah Sajawal (SS) (West Locality Lead)

[x]  Lucy McCabe (LM) (Quality Lead) [x]  Sara Khalid (SK) (Wellbeing & Support Lead)

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

[ ]  Laura Naish (LN) (EDI Lead) [ ]  William Sapwell (WS) (Employers Lead)

**Apologies: WS, DE, CC, RC**

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| **Welcome****Introductions, apologies** **Introduction of new TEF members** **Review of Action points from last meeting:** * The TEF has offered compliments on the parental guidance document. To some extent it duplicates information already within Trust documents and guidelines, but it provides a consolidated reference point for information. Offered placement on TEF website (with the proviso that it is a guide and the details are generally Trust - rather than HEE – policy and will need to be cross-referenced).
* Jenny will be returning to the WF in February to present sustainability. Short piece for the newsletter on sustainability.
* WS has volunteered to represent TEF at the SOP meetings with Becky Jarvis.
* WS and SK have discussed good practice within IMT and WS will be taking this forward as his project theme is IMT.
* Segment on exception reporting at WF on 30th Nov to provide information on exception reporting, with a focus on exception reporting when timetable interferes with teaching.
* SP and EH have had meeting with Jon Cooper and discussed concerns about ARCP feedback. Insensitive comments being fed back to many IMTs. Jon and Becky have noted they are aware of this.
* EH to look into development of document on how to escalate training concerns within the school/HEE. Clear generic flow chart for all trainees. EH.
* TEF members to review list of induction topics for HEE induction resources and current suggested structure and please feedback to EH if any specific areas to add on, or any issues with current proposal. Nicky Doddridge looking to create an induction to HEE/ the Denaery for those new to the Y&H region, signposting to support, opportunities and structure of HEE. Series of videos to be produced to be uploaded to HEE website and uploaded onto Blackboard. Hope is that each school induction will have a brief (5 min) video that will encompass support and services offered. EH has asked TEF to submit ideas to her to show people what the region has to offer.
* EH to catch up with LM regarding exit interview progress and email Julie Platts/Katie Cobb about moving this forward and update the TEF.

 **ITEMS****DMT/ DEMQ update** * The Trust is expecting difficult Christmas. Flu and Covid impact on workforce. Combination of Social Care being overwhelmed so patients unable to be discharged, and challenges on ambulances, congestion within the hospital. Expecting redeployment.
* Is there an opportunity for redeplyment to offer an element of choice to trainees being redeployed regarding where they go? Is there any opportunity for leaning opportunities to be incorporated into the redeployments? (Unlikely as usually due to unplanned sickness.). Can we establish a named person at HEE for trainees to speak to as a first contact rather than their ES?

**Action point**:EH to read the redeployment SOP to identify what ‘compassionate’ redeployment looks like. (Concerns that branding of redeployment is triggering to COVID redeployment.)EH to ask Jon Hossain if we can have a contact for HEE YH to escalate any redeployment issues. LH - Top Tips for redeployment to be included in the Wellbeing section of the (quarterly) December newsletter with a reminder of the hierarchy of contacts in case of difficulties. **TEF Business Plan*** Y&H TEF = a local trainee engagement forum (LTEF), and provides a bridge between senior HEE and trainees. The National TEF (NTEF) brings the LTEFs together quarterly.
* Trainee forum is divided into the TEF (14 roles) and Wider Forum (>80 members)
* The TEF was initially set up with the purpose of: increasing trainee engagement with HEE YH, represent trainee views, provide bidirectional communication (eg. @ TEF, WF, involvement in working groups at HEE), provide direct contact between the trainees and HEE, to provide representative to attend senior HEE meetings. These basic themes still hold.
* Things to consider now are: Where are we now? Where are we trying to get to? Ideology, topical projects. What strategies can we put in place to make these happen? What support can we ask HEE for? Priorities for 2023.
* Ultimate goal reflected by TEF mission statement: ensuring that PG treainees in the Y&H region are fairly, equitably, and transparently represented in order to drive improvement.
* General feeling is that good connections have now been established with HEE YH, reflected by the TEF being given Directorate status within HEE, but engagement with trainees needs to be improved. New role of Communication and Engagement Lead will work on improving dissemination of information and awareness of the TEF/WF.
* Other priorites should include flexible working, exception reporting, developing better links with other groups, addressing inclusivity (disability, LGBTQ+, parental, IMGs, etc), the relationship between the TEF and WF – empowerment of the WF members.
* 14 schools within Y&H – ensure a WF core of trainee representatives in each specialty/geographical area.

**Action point**:RC/UU/SS to use GOSW as link to JDFs – Forum promotionSES and JT for dentistry in Leeds and Sheffield respectively, as well as any others that people come across – forum promotionALL – review business plan, email EH with any queries/concerns/suggestions**LTFT update** * LM attended 2 days of meetings with Zoe Robb and HR/medical staffing representatives re streamlining LTFT application
* New national LTFT SOP released with no categories (although there are priority groups), meetings included comparing the process in HEE YH with the national guidance
* Issues around TPD-related delays
* New digital process established which should go live in January 2023
* Entire website will be being overhauled
* Will apply to doctors and dentists
* Appeals process touched on – this will be uploaded onto the website

**Action point**:LH to produce account of LH positive experience to go on website/ promotional materials ALL to utilise buddy scheme once set up and aim to represent the TEF at more meetings.**OTHER MATTERS*** Winter social Doodle Poll (SP)
* SP exercises on Team working for Quality Improvement

**ACTIONS SUMMARY**Newsletter:* Redeployment: heads up and tips (LH)
* Sustainability (Jenny Girdler)
* Wellbeing item (SK)
* Come up with ideas for future newsletters (ALL)

Business Plan:* TEF to review business plan, familiarise with accountability for each item, ready for EH meeting in December (ALL)
* TEF to engage with buddy scheme;provide TEF representatives at more meetings (ALL)
* WF representation: make contact with other JDFs. (RC/UU/SS/SES/JT)

Website: * Account of positive experience at the LTFT implementation meetings (LH)
* Hierarchy of contact and flowchart for raising concerns with HEE YH (EH)
* Parental guide upload when author gives go ahead (EH)

Blackboard* Improve advertisement and awareness of resources on blackboard for all schools (Andy Brennan/Rebecca Todd) (SP)
* Meeting with Blackboard to request TEF move to Blackboard (EH)

HEE YH discussion* Clarification of ‘compassionate’ redeployment (EH)
* Contact with Jon Hossain to establish a HEE YH contact (EH)
* Exit interview project: write up SBAR proposal to present to DMT (LM)

WF* Attend meeting upcoming on 30th Nov
* Exception reporting talk (Ru Rupesinghe)
* Discussion around improving links WF and TEF (CC)

HEE YH Induction* Review of induction content (ALL)
* Ideas for Nicky Doddridge to create 5 minute video induction content for HEE YH to present to each School induction – add to [JAMBOARD](https://jamboard.google.com/d/1sx8zsDFs9T8H-iBRMduDmlbbtNLr-rnn6Dc01TWUQBY/edit?usp=sharing)  (ALL)

**Upcoming dates**TEF – Weds AM/ Tues PMDec 12th 1-4Jan 18th 9-12pmFeb 15th 9-12pmMar 14th 1-4pmApr 12th 9-12pmMay 10th 9-12pmJune 13th 1-4pmJuly 12th 9-12pmAug 16th 9-12pmWider Forum – Weds AMNov 30th 9-12pmFeb 22nd 9-12pmMay 24th 9-12pmAug 23rd 9-12pmNov 22nd 9-12pm  |