**Members Present:**   
Anabelle Carter (committee chair)

Sara Page (Vice Chair)

Maria Crouch (Secretary)

Lucy McCabe (quality lead)

Sidra Chaudhry (EDI improvement lead)

Opeoluwa Adeniran (EDI improvement)

Rammina Yassaie (Employers lead)

Lauren Harkin (LTFT lead)

Nicholas Weatherley (South locality lead)

**Apologies:**

## **Business from previous Meeting:**

**New members to the forum:**

* Anabelle has confirmed that the new forum posts have now been allocated.
* Introductions by new members to forum: Maria Crouch ( secretary) and Sara Page (vice chair) as some of the new members to the executive forum present at the meeting today. Both are FLPs. Anabelle explained there are couple more vice chair members this year.

**Study Leave Protocol Restructure:**

* Confirmed that Study leave policy has been reviewed by HEE and agreement for 5 days for exam preparation and to have same policy across all schools throughout the deanery. This is mirroring the North East study leave policy and process. Update later during meeting from Katie Cobb and Chloe Anderson.
* Decision aids and ARCP: Anabelle and Nicholas discussed that ARCP policy can not be changed. Nicholas has done a lot of work with creating decision aids and pre ARCP checklist to help trainees with the process which have had good feedback.
* Exception reporting: poster been created to improve awareness. Feedback given by forum, to consider adding what you can exception report, however this was noted to clearly explained in the BMA document which needs QR code and link added onto poster.

## **New Business:**

1. **Ideas and visions for the forum:**

Break out room discussions about what are the forum priorities, ideas and vision for the forum. Themes/ideas that were discussed to consider:

* Improve communication with HEE. Specifically working more with the “ you said, we did” aspect of website and what issues have been highlighted through the forum and what HEE are doing. Suggested action plan log for trainees to see and aim for estimated deadlines.
* Create link with the JDF at each hospital. Whether this is feasible and if we invite representative of local JDF to wider forum to discuss concerns that may be themes across the deanery which is related to HEE rather than local issues.
* Exit interviews to be explored within quality team. Few are being done and attrition rates in some specialties are particularly high. Exit interviews would help gain information to support improvement priorities. Exit interviews should be mandatory process across all schools. Anabelle felt this was an action that would be achievable and to explore further with quality team. Would give outcomes for wellbeing focus.
* Website/newsletter/webinar/podcast to demystify HEE. Small interviews from different members of HEE team to create better understanding to trainees and improve the relationship with trainees and HEE. Summaries on different sections within HEE such as quality team, diversity team etc. What HEE is responsible for so trainees have understanding about what training aspects HEE can assist with and which are local/school concerns.
* Meet and great sessions for Dean and vice deans: discussion if this should be made mandatory for new starters in the deanery as a tick off within the year. Some members of forum in favour, others felt mandatory would create issues with attendance and trainee interaction.
* Improve interaction and awareness of trainees with guardian of safe working and exception reporting.
* Clear summary of the trainee surveys available to trainees which highlight the concerning themes and create an action log for trusts to document what QIPs or steps are being done in each area to aid improvement. This would allow trainees to directly review improvement areas when on placement at those trusts or aware of action being taken to make improvements.

1. **Meeting with Kaite Cobb and Chloe Andreson from HEE:**

* Update on the suggested study leave protocol and time frame. Difficulties faced with implementation due to the deanery trainees not having a centralised employers which is impacting agreed protocol and reimbursement policy. Need to disseminate the new protocol to heads of schools and arrange training with TPDs as part of training update days.
* Protocol is to use the preferred aspects from the North East study leave protocol.
* Katie Cobb suggested it would not be too long until protocol implemented but unable to confirm deadline date at this point.
* Discussed other issues with study leave around varied fees with ATLS/ALS across the deanery which is being looked into.
* Issued with reimbursement and difficulty with getting courses reimbursed. Difficult and time consuming. Reimbursements not happening in a timely manner. Hope that the new protocol with improve this.
* Yorkshire is going to trial a new electronic study leave request platform. Date for initiation is pending but will be part of a pilot.

1. **COVID-19 Training recovery: Discussed with Katie Cobb and Chloe Anderson**

* Round 1 only had a few submissions. Round 2 submission closes 7th November. Discussed that TPDs oversee submitting the bids and were advised to disseminate information to their school’s trainees for any input. Forum members expressed concern that had not receive invitation for input from their schools and lack of trainee awareness. Trainee should be involved in these bids and suggested the Dean could send email reminder to TPDS to seek trainee input: Kaite Cobb advised will investigate this.

1. **Discussion between forum members about COVID-19 recovery:**

* Concerns expressed specifically to surgical training and whether HEE should consider specific funding for adding on training time for surgical specialties as one of the bids.
* Nicholas expressed importance of surgical specialty representation at the COVID-10 recovery team meeting on 16th November. Maria (O&G) advised will try to attend and Nicholas is contacting surgical colleague.
* Felt strongly that trainees require input into the bids as some bids include more eLearning funding, and funding for TPD focused time which forum felt did not meet trainees needs.

## **Team updates:**

1. **EDI:**

* Concerns regarding EDI agenda being side lined and not addressed within HEE. Forum discussed recommendation for HEE EDI Summit next year to showcase EDI work and communicate between different working groups to share information and prevent duplication. Increase links across EDI working groups and within FLP projects.
* Focused project of IMG handbook creation with advise on visas, support groups etc.

1. **LTFT:**

* No concerns highlighted by LTFT at present.
* Noticeably increase in trainees taking up 80% training.
* Lauren to touch base with trainees and review any concerns.

1. **Quality team**

* Some issues regarding attending meetings and interaction with HEE quality team.
* Lucy invited to meetings and asked to present on topic but unaware of what they are expecting from her.
* Suggestions discussed earlier in meeting regarding possible areas to work on with quality team.

1. **Workforce:**

* Exception reporting still needs to be a focus.
* Poster reviewed and approved to disseminate across trusts to improve awareness and changes that can occur with exception reporting.

1. **Agenda for wider forum meeting:**   
   Reviewed agenda for wider forum. Amendments made to break out room and themes to discuss. Forum members approved agenda.

## **Actions:**

* **Doddle poll for next executive trainee forum meeting to be completed asap.**
* **2 suggested questions from each forum member for meet the dean at the wider forum (Anabelle has sent an email with form to complete submissions).** [**https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn\_5ewMUGcD9DoB1Wyq9G1kp6-iOZBiXrO6NumRPJUOFJTMUs4RktEWksyS0FMOURMU0c2SFVEVi4u**](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq9G1kp6-iOZBiXrO6NumRPJUOFJTMUs4RktEWksyS0FMOURMU0c2SFVEVi4u)
* **Can All locality leads start to compile a list of JDF’s in their “patch” and start to make contact with them re: our forum and any issues they’d like to collaborate on or feedback to us**
* **Anabelle & Maria meeting quality team to discuss exit interviews.**
* **Rammina kindly agreed to present briefly at the wider forum about leadership and FMLM.**
* **\*\*\*UPDATE Next meeting Tuesday 30th November 9-12.30 if this could be blocked in diaries**