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

**Minutes of Meeting**

**Date:**

**Venue: Online – MS Teams**

**Time:**

**Attendees invited (attended ):**

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

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

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

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

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

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

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

**Apologies:**

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| **Welcome**  **Introductions, apologies**  **ITEM**  Housekeeping   * EH: can nhs.net email be added to invites to allow admin rights on Teams * Consider having more breakout room time in future meetings   **Action point**: SES to add EH nhs.net email to Teams invites and do a deep dive into Teams training  **ITEM**  Review of last meeting  Blackboard accounts for all for improved TEF access.  Padlets: TEF Business Plan Action & Ideas now online.  HEE Induction video. Awaiting funding from HEE. Aim to plan ideas in advance.  Delegation to WF members to advertise the WF/TEF. Use Excel spreadsheet to mark when done.  WS needs DME and GOSWs at each Trust – this is on the TEF SharePoint under the ‘Contacts’ tab. Should we have a TEF member to update the list periodically?  EH has had permission from most Trusts that have responded to say that TEF can be mentioned at Trust inductions.  Rotherham ‘Wellness Wednesday’ – EH attended and engaged at one.  JT says engagement with social media is growing - but very slowly. Reinforces need to actively encourage colleagues to get involved. Asking for photos of WF members and followers to put on socials.  Airedale Update: staff and px will be evacuated soon due to issue with cement. Be aware that trainees may reach out/be reallocated to other regional units.  **Action point**:  ALL/JT/SS Please can TEF members check their accesses to Blackboard  ALL Check in with the Padlets, adjust the ideas tab, or email EH to let he know what tasks have been completed. Can post in the ‘comments’ tab.  ALL Put any ideas for the HEE induction video on the Ideas padlet.  EH to send email to locality leads to signpost to TEF Excel advertising resources and spreadsheet.  Whoever is Employers lead (currently WS) to update the Contacts spreadsheet (contact Michelle Hannon at [michele.hannon@hee.nhs.uk](mailto:michele.hannon@hee.nhs.uk)) going forward.  EH to email DMEs each quarter with TEF email and invite them to contribute eg celebration of excellence.  CC to get photos of WF members to pass on to JT and encourage members to follow us on Twitter, IG, LinkedIn.  ALL to post and connect with IG and Twitter at yh\_trainees by next meeting.  SES to include Airedale update on Meeting at a Glance for this month.  **ITEM**  TEF Q of the month?  WS If there is a big question then it is useful to have a discussion point, but not for its own sake.  SP It is worth discussing questions to develop content for social media.  EH would people like to bring a question to the TEF each month and also chair that part of the meeting to build on their leadership skills?  SK agrees personal development via TEF is important.  **Action point**:  EH to create spreadsheet where people can put their name down to address a Q that addresses something either relevant to the running of the TEF or for the benefit of trainees.  **ITEM**  Locality Drop-In Sessions  Idea is for better connection to WF members. Need 14 people (representing their specialties) to regularly commit to meetings. Need to not exclude others. Might help with idea formation, networking, sense of belonging, sense of accountability.  Could we consider an email submission of issues in order to allow people to prepare?  How should the links be disseminated? Opt in email? Put in WF meeting chat? Certainly signpost the locality meeting from the start of the WF meeting.  Should other TEF members attend the drop in sessions – yes, but locality leads to chair.  **Action point**:  EH – email comms to advertise Locality Sessions at the end of the WF meetings.  RC to send EH a photo.  **ITEM**  Nomenclature of the Trainee Forum  Importance of integration of TEF and WF.  Should we just be the Trainee Forum and the Trainee Forum Executive? Or the Trainee Engagement Forum and the TEF Executive Committee?  SP and SS feel quite strongly that it may be too confusing for people and not change it now – but to consider it in the future.  EH’s concern is that if it continues to gain momentum it will be more confusing to change in the future.  Perhaps this could be taken to the WF to see what they think to a name change?  May be the wrong time to change the name given that we’ve just started a campaign.  Make wider sound positive.  Can HEE do more to support us?  Maybe we should focus more on clarifying what our role is as the TEF.  Changing the TEF website? Include social media profile cards.  Change the TEF website video.  **Action point**:  EH to send JT some facts to put together a prototype profile card.  ?Canvas WF re forum nomenclature?  **ITEM**  Educational elements of WF meetings  [Moved to February]  **Action point**: ALL to consider people to invite to future meetings so we can get a 12 month programme set up.  **ITEM**  TEF Project Board  Trainee Interviews EH maria Lucy  DE and EH to discuss taking EDI resources into GP  Brief TEF member update on Action Planning Padlet. Can comment on these to say they’ve been actioned.  JT has an area on sharepoint where we can leave things we’d like to be posted on social media. Please text her to let her know.  **Action point**:  ALL to continue with allocated tasks.  **ACTIONS SUMMARY**   * SES to add EH nhs.net email to Teams invites and do a deep dive into Teams training Two * ALL/JT/SS Please can TEF members check their accesses to Blackboard * ALL Check in with the Padlets, adjust the ideas tab, or email EH to let he know what tasks have been completed. Can post in the ‘comments’ tab. * ALL Put any ideas for the HEE induction video on the Ideas padlet. * EH to send email to locality leads to signpost to TEF Excel advertising resources and spreadsheet. * Whoever is Employers lead (currently WS) to update the Contacts spreadsheet (contact Michelle Hannon at [michele.hannon@hee.nhs.uk](mailto:michele.hannon@hee.nhs.uk)) going forward. * EH to email DMEs each quarter with TEF email and invite them to contribute eg celebration of excellence. * CC to get photos of WF members to pass on to JT and encourage members to follow us on Twitter, IG, LinkedIn. * ALL to post and connect with IG and Twitter at yh\_trainees by next meeting. * SES to include Airedale update on Meeting at a Glance for this month. * EH to create spreadsheet where people can put their name down to address a Q that addresses something either relevant to the running of the TEF or for the benefit of trainees. * EH – email comms to advertise Locality Sessions at the end of the WF meetings. * RC to send EH a photo. * EH to send JT some facts to put together a prototype profile card. * ALL to consider people to invite to future meetings so we can get develop a 12 month educational programme. * ALL to continue with allocated padlet tasks   Next meeting 9-12 15/2/23 |