# Yorkshire & Humber Trainee Executive Forum (TEF) Minutes of Meeting

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| Date and time | 11th December 2024 | |
| Venue details | **F2F – Riverside House Rotherham** | |
| In attendance | **Name** | **TEF Role** |
| Person | *Role* |
| Shrita Lakhani | *Chair* |
| Sophina Mahmood | *Employment Lead* |
| Zehra Naqvi | *Equality and Diversity Co-Lead* |
| Chioma Maduka - virtually | *East and North Locality Lead* |
| **External Speakers** | |
| **Name** | **Role** |
| Katie Cunnigham | *Programme Director of MSc Physician Studies, University of Leeds* |
| Apologies | Sindhu Pavuluri  Janaky Nam  Yamen Jabr  Sarah Longwell  Michelle Horridge  Juanita Oriaku  Sanah Sajawal  Theresa Ugahali  Waqas Din | |

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| **Item No.** | **Item** |
|  | **Introductions, apologies & moment of joy from attendees**  Ice breaker – ideal holiday destination  Apologies noted. |
|  | **Action log from Oct reviewed**  Closed Items:   * (1) Discussion regarding celebrating cultural and religious festivals (see below) * (2) TEF Interest in Deanery Buddy System * (3) Conscious Inclusion Workshop planned for Feb 2025 Wider Forum (WF) Meeting * (4) Relayed response regarding support for PGDiTs with chronic health conditions at Nov 2024 Wider Forum Meeting * (6) FLP conference committee proposal accepted (see agenda item 7) * (9) Discussion regarding a wellbeing policy for NHSE YH raised at TEF Directorate (see below) * (11) TEF committee comments regarding Self Directed Time/Learning- see below. * (12) Addition of potential ‘Academic Lead’ to TEF Committee (see agenda item 8)   Ongoing actions   * (5) YJ contacting RDFs in South Yorkshire for promoting WF. (SM offered to assist with contacts in networks and CM to do same for RDFs in North and East Locality) * (7) JN to update TF website with new process for applying to WF * (8) In Mar 2025 ToR to be updated with new process for applying to WF * (10) Confirming whether Self Directed Time/Development is written into PGDiT employment contract. (Update- preliminary investigations suggest not, but SLa will confirm with senior management at NHSE YH) * (13) Raise issue regarding incorrect and/or missing information on the NHSE YH school webpages. Update: on agenda for next TEF Directorate meeting, which is next week (19.12.24)   Cultural practices and festivals  Following discussion with EDI Co-Leads, SLa to ask about cultural practices/festivals that Exec members may wish to share with the committee and how TEF can support/champion these. Question will be part of icebreaker for Jan 2025 TEF and be circulated in advance of meeting in Chair’s weekly updates to allow Exec members time to consider it.  Query regarding Wellbeing Policy at TEF Directorate  Outcome of discussion was wellbeing support is so varied and individual that it’s not possible to develop a policy that will fit all. However NHSE YH recognise the importance of providing wellbeing support and consequently its part of Professional Support Team’s (PST) remit. Professional Support have a referral process (including self-referral), so individual situations can be assessed and directed to the most appropriate place. Recommendation is therefore to signpost any wellbeing queries/concerns to PST. Discussion that this should be highlighted in raising concerns graphic. Furthermore no specific guidance on raising concerns related to bullying or wellbeing support for PGDiT’s experiencing it. Consequently potential area of work identified – ZN to discuss with JO about what TF can do to address this.  Self Directed Time/Learning (SDL)  TEF consensus that SDL should be protected. Discussion that   * difference between SDL and admin time i.e. SDL is self directed self study time that is not related to clinical work. BMA (2024) clearly highlight this difference in their [Working Scheduling Guidance.](https://www.bma.org.uk/pay-and-contracts/working-hours/work-schedule/work-scheduling-guidance) * Situations where it is not acceptable for PGDiT to lose SDL i.e. fill rota gaps   SLa, SM, SP meeting on 12.12.24 to draft initial principles for SDL that will be circulated for comment from exec committee.  **Actions:**   1. **YJ contact RDFs in their South locality requesting slot at next meeting to promote TF in preparation for Feb recruitment window. (SM able to assist with contacts in South Yorkshire networks)** 2. **JN to update TF website with new process for applying to WF** 3. **In Mar 2025 ToR to be updated with new process for applying to WF** 4. **SLa to confirm with senior management at NHSE YH that Self Directed Time/Development is currently not including in PGDiT’s employment contract.** 5. **SLa to report outcome of discussion at Dec TEF Directorate around incorrect and/or missing information on the NHSE YH school webpages** 6. **In advance of Jan 2025 TEF meeting, SLa to circulate in weekly chair updates question around any cultural practices/festivals that Exec members may wish to share with the committee and how TEF can support/champion these.** 7. **Amend raising concerns graphic to include PST under ‘other points of call’ that PGDiTs may want to consult when raising a concern** 8. **ZN to discuss with JO (wellbeing lead) regarding what TF can do in to address raising concerns related to bullying and support for PGDiTs experiencing it.** |
|  | **Wider Forum**  Agendas for future Meetings:  Discussion around structure of Wider Forum (WF) meetings and when to have closed session and opportunities for participant engagement. No strong feeling over whether to do at start or end of meeting. Decision to review following February WF meeting, which will follow original format of initial closed session followed by a 60mins workshop (Conscious Inclusion), 30mins presentation and the locality drop-in sessions to close. To consider providing attendees for Conscious Inclusion workshop with certificate.  Wider Forum WhatsApp Group  Posts limited so participants not overwhelmed. Next post will be to remind members to request leave for Feb WF meeting and to include details of agenda items to encourage attendance.  Newsletter  Should be released next week. Difficulty in receiving content in a timely manner and therefore deadlines for content to be set earlier. Reminder to TEF members that providing content for newsletter is part of engaging with peers on our regional platform.  Query regarding military PGDiT joining WF:  Yorkshire military trainees employed by MOD are interested in joining the Wider Forum. Discussed benefits of this (sharing learning opportunities, networking, chance to learn from each other). However Trainee Forum may not be able to helpw ith employment issues and possibly some training issues depending on their relationship with NHSE YH. Additionally unclear if military trainees can access same resources as PGDiTs in YH eg Counselling, Professional support etc (SLa to query this). It was also felt that military trainees would not be eligible for TEF roles unless specific circumstances which could be discussed with TEF Exec. Agreement that happy to welcome military trainees to WF on the proviso of the above but to seek clarification regarding their relation to NHSE YH and access to Deanery resources and services prior to confirming decision.  Request from Wider Forum member  To change name of East Locality Lead to ‘North and East’ locality lead, so more inclusive to PGDiT in North Yorkshire region. Request accepted and to change name on website and other correspondence.  **Actions:**   1. **TEF members Review structure of WF meetings following Feb 2025 meeting** 2. **SP to post in WF WhatsApp group regarding Feb meeting and include agenda items to encourage attendance** 3. **SLa to seek clarification on military trainees relation to NHSE and whether able to access NHSE YH resources and services prior** 4. **JN to change replace ‘East Locality’ references on website to ‘North and East’** 5. **All TEF members to ensure all future references to ‘East Locality’ are now updated to ‘North and East Locality.’** |
| 4. | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**  DMT   * Raising Concerns graphic presented at Nov DMT. Currently being circulated for comment among senior management at NHSE YH with view to finalising at Jan DMT. * Agreement at Nov DMT that capacity to relaunch Deanery Buddy System and TEF asked to present proposal for this in Dec DMT (see AOB)   DEMQ   * NETS significant improvement in response rate compared to recent years (approx 6000 PGDiT –mostly all doctors). * Wes Streeting, Secretary of State for Health & Social Care   + Commissioned Leng report. An independent review of Physician Associates (PA) & Anaesthesia Assocaite Professionals for recommendations that will influence the future healthcare workforce plan. Due in Spring 2025   + Currently leading a listening exercise as part of government’s 10- year Health Plan to obtain public and professional views on the long-term workforce strategy. Titled ‘Change NHS’ and all TEF members encouraged to get involved and share in networks. * PA’s to have GMC registration starting from 13.12.2024 (this Friday)   DME   * Issue regarding Accent Leave Manager (ALM) requiring all study leave requests to be discussed and approved by ES before being submitted raised in Hull. PGDiTs highlighting that ES not always able to respond in timeframe and so missing window to submit request. Issue also been communicated directly to SLa from Head of Function (Katie Cobb, KC). TEF discussion about whether ALM form can be altered so that can form can be submitted without ticking box and a text box included so PGDiT can explain why not contacted or if contacted and awaiting response. SLa to feed suggestion back to KC. * Enhanced generalist skills programme commencing in Sheffield and Bradford in Sept 2025. Discussion that suitable to promote in TF newsletter. SLa to contact Helen Cattermole regarding content for newsletter.   TEF Directorate   * Funding approved for TEF members to attend King’s Fund Workforce and Leadership Summit. Currently confirming process for requesting study leave and reimbursing expenses so that independent to TEF members’ training allowances. * Exploring converting TEF members’ professional leave entitlement to study leave to address the ongoing difficulties TEF members are facing in obtaining professional leave (rota co-ordinators struggling to classify this) and the TF SOP not being approved. Will be an additional 14 days study leave to the existing 30 day allowance PGDiT have. * Jon Cooper and KC approved TF request to sponsor the printing of posters at FLP 2025 Annual Conference in exchange for promotion of the Trainee Forum by inclusion of TF logo on all posters.   SOP Meeting  No further meetings since Nov TEF. TF SOP to be updated with new NHSE branding and once confirmation that TEF members’ professional leave entitlement will be converted to study leave to re-present SOP at next meeting in Jan 2025.  DEEF: No further meetings since Nov TEF. Next meeting Jan 2025. Draft SDL principles (following meeting with SLa, SM, SP) to be circulated to TEF committee prior to Jan TEF, where they will be discussed as an agenda item with view to present to senior management at NHSE YH before being brought to DEEF.  PS Working Group. No further meetings since Nov TEF. Next meeting Jan 2025. JO and SLa unable to attend so requesting volunteers from exec to represent TEF.  TEF representation needed at following meetings:   * Professional Support Working Group on 28th Jan 2025 1-3pm (hybrid) * Regional Teaching Committee on 29th Jan 2025, 12-1.30pm (virtual)   **Actions:**   1. **SLa to suggest amendment of ALM form to Katie Cobb** 2. **SLa to liaise with H Cattermole regarding promotion of generalist programme in trainee forum newsletter.** 3. **SLa to circulate initial draft SDL principles to TEF committee to allow for consideration in advance of Jan TEF meeting where they will be an agenda item** 4. **SM to update Trainee Forum SOP with new NHSE branding and once confirmation that TEF members’ professional leave entitlement will be converted to study leave to re-present SOP at next SOP meeting in Jan 2025.** 5. **SLa to include request for volunteers from committee for TEF representation at Professional Support Working Group and Regional Teaching committee meeting in weekly chair updates.** |
| 5. | **Team Updates**  **Quality – WD** – Apologies. WD termon exec ending in April 2025 and will be recruiting for role in Feb 2025.  **West – SS** – Apologies  **East & North – CM** – In the process of asking GoSW for employersin the East and North locality for a slot at RDF meetings to promote TF (especially in advance of Feb recruitment window). PGDiTs working in Psychiatry in Leeds and York have raised that they’re unable to take taxis from a call out directly to home at the end of the shift, but in East & North localities this is permitted. Suggested that CM locates policy/any written documentation that permits this for PGDiTs in North & East locality and present this to the GoSW for the employers that do not allow it. If issue persist, can consider raising at DEEF.  **South – YJ** - Apologies  **LTFT –**  survey has closed 81 responses and analysing results.  **Employers – SM** – . No updates  **EDI – ZN/TU –**  Ongoing work on deanery website populating the EDI Pages. Conscious Inclusion workshop taster to be delivered at February WF meeting. TEF members have been invited via the WhatsApp group to join the conscious inclusion full workshops. Preference given to them and current FLP members- no uptake from TEF yet. ZN has been working with the South Yorkshire IMG working group in Medicine to help understand issues which may be impacting IMGs and any solutions for improvement.  **Wellbeing – JO –** Content submitted for newsletter and considering ideas for a wellbeing project.  **Communications – JN –** In process of updating website and setting up regular posts on social media. TEF members encouraged to use social media document on shared drive to request items to be published.  **Action**:   1. **CM to contact RDFs in North and East locality to request slot at next meeting to promote TF in preparation for Feb recruitment window** |
| 6 | **Training Physician Associates and Working alongside them b**y Katie Cunnigham (Programme Director for MSc Physician Associate Studies at University of Leeds).  Katie’s background is medical – anaesthetist by background – changed to medical education in 2022. Provided overview of how the PA role began, training pathway including the course curriculum at University of Leeds and the current job landscale. Advised that due to current lack of job opportunities PA course at University of Leeds has paused recruitment for 2025-2027 year.  Discussion with TEF on how to improve working relations between PAs and resident doctors including PGDiTs. Key points were considering opportunities to correct misinformation (suggested speaking to resident doctor forums) and how collaborative working can be supported so that the training needs of PGDiTs can be met.  Following presentation closed discussion among TEF members around   * How to raise PGDiT concerns about losing out on training opportunities to PAs especially when PGDiTs placements are short. SLa to discuss at TEF Directorate (JC) how trainee perspective on this can be heard. * Whether PA presentation would be of benefit at WF meeting. Agreed that best to await outcome of Leng Report as this could change job landscape and as the TF our role should be to advocate for PGDiTs.   **Action**   1. **SLa to discuss at TEF Directorate meeting how PGDiT concerns on losing out on training opportunities to PAs can be raised and considered (especially considering Leng review)** |
| 7. | **Trainee Forum Presence at 2025 FLP Conference**  Trainee Forum (TF) has been offered a breakout room at the 2025 FLP conference. However feedback from last year’s breakout room was that the session was not applicable to those in non-training posts or allied health professionals. So request from conference organising committee for content to be inclusive to these cohorts. In line with conference theme of ‘paying it forward, discussion that session could showcase inception of TF, which was founded by an FLP fellow, the initial challenges, its progress over time and its future aims. Agreed to invite founding chair so co-presentation with current chair.  TF also been offered stand at conference to help with TF promotion. However volunteers required from exec to help run stand. Request for members to contact SLa if able to help with supporting stand.  **Actions:**   1. **TEF members to contact SLa if able to assist with running stand at FLP conference (6th March 2025 at Headingley Cricket Stadium)** |
| **8.** | **Academic Lead on TEF**  SLa discussed with situation with Willy Pillay (WP), Deputy Dean and chair of Regional Academic Committee (RAC) and Andy Brennan (Assocaite Dean who oversees Trainee Forum). Both felt that academic issues including those related to training should be brought to RAC via trainee reps and/or the Academic SuppoRTT Champions, which are invited to RAC. WP asked academic reps to contact SLa to help establish link – awaiting response. Currently difficult for TF to expand roles when have vacancies in core TEF positions ie secretary and vice chair. Additionally adding an academic role to an existing position will narrow future recruitment pool, which is not ideal. However TF can help with increasing awareness of RAC and academic trainee reps by offering promotion opportunities (such as in newsletter) and if situation changes, can re-assess the need. Agreement that in current situation, this is best approach.  **Actions:**   1. **SLa to relay outcome of discussion to Academic SuppoRTT champions.** 2. **If no contact from Academic Trainee Reps by new year, SLa to chase up with Willy Pillay.** |
| **9.** | **AOB**  Attendance at exec meetings  For past 3 meetings this has been low (on average 3-4 members), This hinders TF ability to conduct business. SLa keen to discuss what can be done to improve attendance for example more virtual meetings. All exec members encouraged to come forward with any barriers they face with attending, to allow workable solutions to be put in place. Additionally discussion that when recruiting future members, to ensure commitments are clear and asking candidates to confirm they understand this by including it on the application form.  Proposal for Deanery Buddy System  Discussion for pitching a proposal for Deanery Buddy System at DMT given that present members are those who have signed up for scheme.  **Actions:**   1. **SLa to modify TEF application form to include box that confirms candidates understand commitments of the role** 2. **All TEF members to encouraged to bring forward any barriers to attending meetings** |
|  | **Next meeting:** On 08/1/025 on MS Team Virtual |

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| **Action Log** | | |
| **Item** | **Action** | **Allocated person(s)** |
| **Outstanding Actions from Previous Meetings** | | |
| **1** | Contacting RDFs in their South locality requesting slot at next meeting to promote TF in preparation for Feb recruitment window. (SM able to assist with contacts in South Yorkshire networks) | YJ (and SM) |
| **2** | Update TF website with new process for applying to WF | JN |
| **3** | In Mar 2025 ToR to be updated with new process for applying to WF | SLa |
| **4** | Confirm with senior management at NHSE YH that Self Directed Time/Development is currently not including in PGDiT’s employment contract | SLa |
| **5** | SLa to report outcome of discussion at Dec TEF Directorate around incorrect and/or missing information on the NHSE YH school webpages | SLa |
| **6** | In advance of Jan 2025 TEF meeting, SLa to circulate in weekly chair updates question around any cultural practices/festivals that Exec members may wish to share with the committee and how TEF can support/champion these. | SLa |
| **7** | Amend raising concerns graphic to include PST under ‘other points of call’ that PGDiTs may want to consult when raising a concern | SLa |
| **8** | ZN to discuss with JO (wellbeing lead) regarding what TF can do in to address raising concerns related to bullying and support for PGDiTs experiencing it. | ZN/JO |
| **9** | TEF members Review structure of WF meetings following Feb 2025 meeting | All |
| **10** | Post in WF WhatsApp group regarding Feb meeting and include agenda items to encourage attendance | SP |
| **11** | Seek clarification on military trainees’ relation to NHSE and whether able to access NHSE YH resources and services prior | SLa |
| **12** | JN to change replace ‘East Locality’ references on website to ‘North and East’ | JN |
| **13** | All TEF members to ensure all future references to ‘East Locality’ are now updated to ‘North and East Locality.’ | All |
| **14** | Contact RDFs in North and East locality to request slot at next meeting to promote TF in preparation for Feb recruitment window | CM |
| **15** | Discuss at TEF Directorate meeting how PGDiT concerns on losing out on training opportunities to PAs can be raised and considered (especially considering Leng review) | SLa |
| **16** | TEF members to contact SLa if able to assist with running stand at FLP conference (6th March 2025 at Headingley Cricket Stadium) | All |
| **16** | Inform Academic SuppoRTT champions outcome of discussions regarding academic lead on TEF | SLa |
| **17** | If no contact from RAC’s Trainee Reps by new year, SLa to chase up with Willy Pillay. | SLa |
| **18** | Modify TEF application form to include box that confirms candidates understand commitments of the role | SLa |
| **19** | All TEF members to encouraged to bring forward any barriers to attending meetings | All |

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| Date of next meeting | 08/01/25 |
| Completed by | Z Naqvi |
| Confirmed by | S Lakhani |