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

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| Date and time | 12th February 2025 | |
| Venue details | **Virtual – MS Teams** | |
| In attendance | **Name** | **TEF Role** |
| Person | *Role* |
| Shrita Lakhani | *Chair* |
| Theresa Ugalahi | *EDI Co-Lead* |
| Zehra Naqvi | *EDI Co-Lead* |
| Janaky Nam | *Communication and Engagement Lead* |
| Sarah Longwell | *LTFT Co-Lead* |
| Chioma Maduka | *North and East Locality Lead* |
| Juanita Oriaku | *Wellbeing Lead* |
| Sophina Mahmood | *Employment Lead* |
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| **External Speakers** | |
| **Name** | **Role** |
| Kevin Simmons | *Family and Systemic Psychotherapist & Professional Lead at Workplace Wellbeing Service, Yorkshire and Humber* |
| Apologies | Michelle Horridge  Yamen Jabr  Sindhu Pavuluri  Sanah Sajawal  Waqas Din | |

| **Item No.** | **Item** |
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|  | **Introductions, apologies & moment of joy from attendees**  Ice breaker - Favourite romcom movie (given Valentine’s Day upcoming).  Apologies noted. |
|  | **Action log from Jan 2025 reviewed**  **Closed items** (N.B. number in brackets relates to number in Jan action log):   * (2) Alternative date to Feb 26th for presenting at SWYFT RDF received (i.e. 25th June), however TU able to represent TEF on 26th Feb * (3) JN presented at RDF in STH on 17th Jan and CM presented at Leeds on 29th Jan. * (8) SLa modified TEF meeting dates/times for next 6/12 and invites sent. * (9) TU and YJ unavailable to assist with TEF stand at FLP Conference on 6th March 2025 (Headingley Cricket Stadium). SM attending afternoon and JO volunteered to help. * (10) Modified TEF application form to include box that confirms candidates understand commitments of the role. * (11) Study Leave on Accent Leave Manager updated with additional study leave for all TEF members. TEF members to contact SLa if not yet updated or other issues. * (12) JN created social media posts based on suggestions raised at Jan TEF meeting * (13) TEF Members interested in ECR and subsequent coaching contacted SLa.   + Update: Awaiting confirmation regarding funding from TEF Directorate.   **Ongoing actions** (N.B. number in brackets relates to number in Jan action log):   * (1) ToR to be updated in March 2025 and uploaded to TF website. * (4) Awaiting response from senior management at NHSE YH regarding Self Directed Time/Development (currently not in PGDiT employment contract).   + Update: On agenda for TEF Directorate Meeting on 21.03.25 * (5) Following Feb 2025 WF meeting review structure of WF meetings and impact of longer agenda items * (6) Awaiting response at next TEF Directorate meeting regarding military trainees’ relation to NHSE and whether able to access NHSE YH resources and services prior.   + Update: TEF Directorate Meeting on 19.2.25 cancelled and rearranged for 21.03.25 . * (7) Awaiting response at next TEF Directorate meeting (19th Feb 2025) on how best to highlight PGDiT concerns about losing out on training opportunities to Physician Associates.   + Update: TEF Directorate Meeting on 19.2.25 cancelled and rearranged for 21.03.25 * (14) Self-directed principles to be agreed with Head of Function at NHSE YH (K Cobb) prior to being circulated to WF members for consultation and in preparation for presentation at next DEEF meeting.   + Update: Principles to be taken to TEF Directorate for approval from PG Dean prior to being circulated to WF and presentation at DEEF   **Actions:**   1. **TEF members to contact SLa if study leave allowance on Accent Leave Manager not updated (or any other issues).** 2. **ToR to be updated in March 2025 (including new process and rules to applying to WF – see section 4 on WF) and uploaded to TF website** 3. **Awaiting response from senior management at NHSE YH regarding the following in relation to Self-Directed Time/Development (both on agenda for TEF Directorate on 21.03.24):**     1. **whether Self Directed Time/Development is currently in PGDiT employment contract.**    2. **Approval of drafted Self-Directed Principles prior to being circulated to WF members for consultation and in preparation for presentation at DEEF meeting.** 4. **Following Feb 2025 WF meeting review structure of WF meetings and impact of longer agenda items** 5. **Awaiting response at TEF Directorate meeting (21.03.25) regarding military trainees’ relation to NHSE and whether able to access NHSE YH resources and services .** 6. **Awaiting response at next TEF Directorate meeting (21.03.25) on how best to highlight PGDiT concerns about losing out on training opportunities to Physician Associates** |
|  | **Chair Updates**   * As part of Trainee Forum presentation at 2025 FLP Conference, forum is to showcase what achievements it has accomplished since its inception in 2020. Discussion ensued and agreed on following:   + All major NHSE YH meetings have now have trainee representation from Trainee Forum.   + TEF Members funded to attend national conferences eg King’s Fund, DEMEC (WF invited to regional conferences)   + Regular direct contact with PG Dean and Head of Function (timetabled in as part of work plan) * Action: Members encouraged to contact SLa if any other feedback/ideas what achievements Trainee Forum has accomplished since its inception. * The Head of Content for BMJ Learning and Careers contacted TF to offer opportunity to provide feedback on educational resources BMJ Learning provide and develop new content. Aim of resources is to assist doctors with exams and career developed. JN and TU expressed interest & SLa link them in with BMJ lead. * NHSE YH setting up ‘communications working group’ to consider how to communicate with stakeholders. Trainee Forum been invited to join group. JN volunteered to attend a meeting to explore how TF can help and to inform TU regarding outcome (with a view providing shared input in future. * Deanery Induction project – Series of videos being developed to provide an induction to the Deanery for PGDiT that are new to the region. One of videos includes Trainee Forum, which SLa is developing. Currently awaiting approval from TEF Directorate and then will be filmed and uploaded along with the other videos to the NHSE YH website.   **Actions :**   1. **TEF Members encouraged to contact SLa if any other feedback/ideas what achievements Trainee Forum has accomplished since its inception.** 2. **SLa to provide TU and JN with subscription details for BMJ Learning and Careers and link both in with Head of Content for further discussions** 3. **SLa to link JN in with Communications Working Group (Hannah Glew). JN to explore how TF can help and update TU outcome with a view to providing input together.** |
|  | **Wider Forum**  Agenda for Future Meetings  Feb 2025 – 2nd speaker confirmed (Naseer Hussain) who will be discussing personal experience of discrimination and unconscious bias. Importance of creating a psychologically safe space discussed and how that can be achieved.  May 2025 – Meeting date changed to Tues 20th May (same timings 9.15-12.15). Communication about this (including emails and social media) to be commenced after Feb WF meeting next week to avoid confusion. Debbie Blake confirmed for providing session on social prescribing at this meeting.  Aug 2025 – Sium Ghebru (immediate past Chair) confirmed. Suggestions for around second agenda item encouraged and agreement to approach Susy Stirling for session on Peer Coaching. SLa to liaise with S Stirling to ensure length of workshop suitable.  Wider Forum WhatsApp Group  Forum being used to highlight important events eg WF meeting and TEF Recruitment. No feedback that members feel ‘spammed’ by messages (one of outcomes during initial canvasing for this idea). New members are continuing to join the group.  Membership of WF   * As highlighted in action log still awaiting clarity about what NHSE YH resources and services, military trainees can access before able to invite them to join wider forum. * Recent influx of psychiatry trainees joining WF. Outside of this meeting there have been discussions between Chair and WF Lead regarding the proportion that different specialities are represented within WF and impact. Agreement reached that as WF is non-competitive application and inclusive of all, all PGDiT who apply to be WF members will be successful. However if difficulties in obtaining leave for WF meetings among PGDiT from same specialities/school/rotation, then it will be up to the PGDiT to decide on acceptable solution for themselves. For example devising a rota for who attends which meeting and being responsible for disseminating information from meetings among themselves. ToR to be updated with ths information (as per number 1 of action log)   + Accept that this approach will result in influxes in certain specialities based on our promotional activity. Therefore aim to target promotion to specialities that are underrepresented in WF and regularly review mapping of WF membership.   + Finally thank you to committee, particlarly CM, who has done fantastic role in promoting TF in psychiatry and at RDF meetings, hence influx.   **Action:**   1. **SLa to approach Susy Stirling regarding delivering peer coaching workshop at Aug 2025 Wider Forum Meeting** |
| 5. | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**  DMT - Recruitment restrictions and increasing sickness in NHSE YH (equivalent to 20%). Think Time analysis undertaken at Jan DMT to consider solutions . Raising concerns graphic approved and soon to be launched on website.  DEMQ - Awaiting minutes from 28th Jan meeting (no TEF members were available for this meeting)  HoS/DME : English Medical Deans launching scoping exercise on education reform (discussion over whether UK jobs should be prioritised for UK graduates or not). GMC changing the way they keep a register of ES (Deanery now being asked to maintain a register and so work underway to deliver this)  TEF Directorate - Meeting on 19th Feb cancelled and re-arranged to 21st March (consequently no further meeting since Dec 2024)  SOP Meeting – Jan SOP meeting cancelled. Next meeting arranged for 20.3.25  DEEF: - New meeting arranged for 8th April 2025. SDT principles unlikely to be ready for presentation in April and therefore to aim for meeting after (8th July 2025)  PS Working Group – All PGDiT who use professional supports service will be asked to complete feedback survey (will also be circulated to PGDiT who have used the service in the past year). Decision made that if PGDiT does not attend a meeting they have arranged with Professional Support, a further meeting will not be arranged. Onus on PGDiT to follow up and arrange a further meeting.  Regional Teaching Committee - Awaiting minutes from 29th Jan meeting (no TEF members were available for this meeting)  TEF representation needed at following meetings:   1. DEMQ on Tues 2nd April at 10am on MS Teams (1hr) 2. Regional Teaching Committee on Wed 23rd April at 11am on MS Teams (1hr 30mins)   **Actions:**   1. **TEF Members available to attend DEMQ and Regional Teaching Meetings in April to contact SLa.** |
| 6. | **Team Updates**  **Quality – WD** – Apologies  **West – SS** – Apologies  **East & North – CM -**  Promoted TEF at Leeds Teaching Hospitals and Sheffield Children’s Hospital RDF on invited by the Guardian of Safe Working Hours. Query from member at RDF in Sheffield Children’s Hospital about exploring how Trainee Forum could work alongside Regional Forum for Paediatric PGDiT. SLa replied to query but no response.  **South – YJ – (Update sent to SLa in advance of meeting) -** updated the Speciality Contact list on OneDrive with the speciality contacts in Sheffield Teaching Hospital RDF. Will contact specialities on that list that are underrepresented in Trainee Forum (commencing with Acute Medicine, Cardiac Surgery and GP Speciality Training)  **Employers – SM -** Apologies (on-call).  **Communications – JN –** Developing social media posts for upcoming recruitment. Will also be requesting testimonials from TEF members who will be leaving posts in March to aid with advertising on social media. Also circulated recruitment poster sent via email in own networks including peer groups.  **Wellbeing – JO –** Developing graphics for social media and doctors messes regarding workplace bullying (recognising it and what support is available). To liaise with JN regarding promoting on social media platforms  **EDI – ZN/TU:** ZN delivering taster workshop on ‘Conscious Inclusion’ with SLa at Feb WF meeting. ZN to update committee with future dates for workshop for TEF members to help with promotion by circulating among their networks. ZN currently liaising with NHSE YH regarding delivering active bystander training. Following social prescribing presentation at May ‘25 WF, ZN/TU will be highlighting IMG handbook to all WF members (currently both working on updating handbook). TU highlighted that recent EDI meeting run by NHSE YH but no representation from TF. SLa happy for TU to contact EDI working group to ask if TF can be invited to future meetings.  **LTFT – SLo/MH** Presented findings of a survey requesting feedback from LTFT PGDiT on LTFT experience. 99 responses. Positives include improved process of application to LTFT and some excellent educational supervisors who are every familiar with challenges LTFT trainees experience. Several major issues highlighted, which have been categorised as either ‘employment’ or ‘training-related’ and were briefly discussed. SLo/MH met with Associated Dean for LTFT (Ros Roden), who suggests presentation at DEEF for impact and discussion. SLa suggests discussing findings at TEF Directorate and exploring potential solutions prior to presenting at DEEF. Additionally LTFT co-leads to contact LTFT Co-Leads in North East TEF to enquire if similar issues and any actions that have been taken.  **Action**:   1. **YJ to contact reps from STH RDF list in Acute Medicine, Cardiac Surgery and GP Speciality Training regarding promoting TF among PGDiT in their speciality** 2. **JO to liaise with JN regarding promoting bullying graphics on social media platforms** 3. **ZN to inform TEF members of future dates for Conscious Inclusion Workshop** 4. **TU to enquire with NHSE YH EDI working group if TF can be invited to future meetings.** 5. **SLa to circulate findings from LTFT survey to all TEF committee members** 6. **SLa to consider how best to present LTFT survey findings prior to presenting at DEEF.** 7. **SLo/MH to contact TFT Co-Leads in North East TEF to enquire if similar issues with LTFT in North East and any actions that have may have been taken** |
| 7. | **Workplace Wellbeing Service – How can it help PGDiT?**  **Kevin Simmons, a Family and Systemic Psychotherapist and Professional Lead at the Workplace Wellbeing Service in Yorkshire and Humber**  Insightful presentation on the counselling and psychological support services that Workplace Wellbeing offer to PGDiT. Clear and comprehensive explanation of the various forms of support offered to maintain wellbeing. Emphasising the importance of reaching out when in need and where information about the resources can be found (See below).  **Link available on the deanery website:**  <https://www.yorksandhumberdeanery.nhs.uk/professional-support/counselling-pyschological-support>  **Telephone:** 0114 226 1810  **Email:** [**Workplace.wellbeing@shsc.nhs.uk**](mailto:Workplace.wellbeing@shsc.nhs.uk)  **Alternatively, kevin.simmons@shsc.nhs.uk**  **Address:** Workplace Wellbeing, 30 Wilkinson Street, Sheffield, S10 2GB  **Opening Hours:** 8.15am - 7.15pm on Tuesdays and Thursdays; 8.45am - 5pm all other weekdays. |
|  | **Processes regarding future statements as a Trainee Forum**  Resumed discussion of this topic following its initial discourse at Oct 2024 TEF.  SLa provided background: In August 2024, the trainee forum (TF) was involved in producing a joint statement with the Deanery regarding the social unrest at the time. During the period, some PGDiT (particularly those from minoritised backgrounds) felt frightened and unsafe, consequently continuing to work and train at this time was challenging. In a separate situation, the TF was named in an open letter to the Senior Regional Postgraduate Dean of North East and Yorkshire. However no exec committee members including the Chair were aware of the TF’s mention in the letter until after it was published. Both situations raised questions about whether the TF should produce statements and if so, what is the protocol regarding it being named in open letters/statements etc. There are no policies in place or other precedence aside from these events. Following discussion at Oct TEF, a range of opinions were offered by the committee. However many exec members were not present at that meeting and so arrangements were made for the conversation to resume when more exec members were present.  Topic was opened to the committee for discussion and following points were raised:   * Should the TF be commenting on political issues? Does it align with the forum’s purpose and is a statement necessary? Would it be more useful to signpost to resources that could help support PGDiT in these situations rather than taking a stance on debates. For example expressing support on specific issues, such as mental health and wellbeing, without issuing a statement * Concern that if TF does not advocate for PGDiT in these situations, it will erode trust with those who it represents i.e. PGDiT in YH. Consequently become less effective in delivering meaningful change for PGDiT (one of it’s primary objectives). * Additionally where is the line drawn in which debates are commented on and which are not? For example, if there are educational/training issues, should we be commenting on them? Discussion that as a committee may need to be make a case-by-case decision on whether a statement is written. Acknowledgement that unrealistic to develop a protocol that considers every possible scenario. * If it is agreed that TF should release statement, then the processes around how that is done, need to consider that:   + TF is a directorate of NHSE YH and part of its success is joint working with Deanery and senior management. Therefore any processes need to recognise that.   + What the protocol will be if there is a tight timescale?   + If edits are made to the original statement, the original authors need to be notified and the version released is agreed by all parties.   + Whether Chair should have an overriding vote, as they ultimately will take responsibility for any statement that is released by the Trainee Forum.   Commitee consensus that need to first determine if as forum we should be releasing statements (otherwise further discussion on the processes around releasing statements is moot). Agreement that this is to be done by casting anonymous vote on Google form which will include free text space for committee members to provide any comments (if they wish). For example the reasoning behind their decision, anything else they wish to highlight etc.  **Actions:**   1. **SLa to circulate google form asking TEF members to vote on whether TF should be releasing statements regarding situations that can impact PGDiT.** |
|  | **AOB**   * SLa‘s tenure as Chair has been extended for a further 6 months beyond August 2025 as part of sustainability planning. Role will involve supporting incoming Chair who will progressively take responsibility of day to day running of forum and to finalise any projects started in SLa’s tenure. * Good luck wishes to SLo who will soon be commencing maternity leave but resuming her LTFT Co-lead role on TEF when she returns in 2026. |
|  | **Next meeting:** On 12/3/2025 at 13.30 on MS Teams |

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| **Action Log** | | |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | TEF members to contact SLa if study leave allowance on Accent Leave Manager not updated (or any other issues). | All TEF Members |
| **2** | ToR to be updated in March 2025 (including new process and rules to applying to WF – see section 4 on WF) and uploaded to TF website. | SLa |
| **3** | Awaiting response from senior management at NHSE YH regarding the following in relation to Self-Directed Time/Development (both on agenda for TEF Directorate on 21.03.24):   * 1. whether Self Directed Time/Development is currently in PGDiT employment contract.   2. Approval of drafted Self-Directed Principles prior to being circulated to WF members for consultation and in preparation for presentation at DEEF meeting. | SLa |
| **4** | Following Feb 2025 WF meeting review structure of WF meetings and impact of longer agenda items. | All TEF Members |
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| **6** | Awaiting response at next TEF Directorate meeting (21.03.25) on how best to highlight PGDiT concerns about losing out on training opportunities to Physician Associates. | SLa |
| **7** | TEF Members encouraged to contact SLa if any other feedback/ideas what achievements Trainee Forum has accomplished since its inception. | All TEF Members |
| **8** | SLa to provide TU and JN with subscription details for BMJ Learning and Careers and link both in with Head of Content for further discussions | SLa |
| **9** | SLa to link JN in with Communications Working Group (Hannah Glew). JN to explore how TF can help and update TU outcome with a view to providing input together. | SLa |
| **10** | SLa to approach Susy Stirling regarding delivering peer coaching workshop at Aug 2025 Wider Forum Meeting | SLa |
| **11** | TEF Members available to attend DEMQ and Regional Teaching Meetings in April to contact SLa. | All TEF Members |
| **12** | YJ to contact reps from STH RDF list in Acute Medicine, Cardiac Surgery and GP Speciality Training regarding promoting TF among PGDiT in their speciality. | YJ |
| **13** | JO to liaise with JN regarding promoting bullying graphics on social media platforms. | JO |
| **14** | ZN to inform TEF members of future dates for Conscious Inclusion Workshop. | ZN |
| **15** | TU to enquire with NHSE YH EDI working group if TF can be invited to future meetings. | TU |
| **16** | SLa to circulate findings from LTFT survey to all TEF committee members. | SLa |
| **16** | SLa to consider how best to present LTFT survey findings prior to presenting at DEEF. | SLa |
| **17** | SLo/MH to contact TFT Co-Leads in North East TEF to enquire if similar issues with LTFT in North East and any actions that have may have been taken. | SLo/MH |
| **18** | SLa to circulate google form asking TEF members to vote on whether TF should be releasing statements regarding situations that can impact PGDiT. | SLa |

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| Date of next meeting | 12/03/2025 |
| Completed by | Janaky Nam |
| Confirmed by | Shrita Lakhani |