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

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| Date and time | 10/07/2024 |
| Venue details | **F2F/Virtual**1. Virtual: MS Teams
 |
| In attendance | **Name** | **TEF Role** |
| Sium Ghebru  | *Chair*  |
| Waqas Din | *Quality Lead* |
| Sarah Longwell | *LTFT Lead* |
| Raykal Sim | *Vice Chair* |
| Sindhu Pavuluri | *WF Lead* |
| Sanah Sajawal | *West Locality Lead* |
| Shrita Lakhani | *Incoming Chair* |
| Susan Stokes | *Secretary* |
| Michelle Horridge | *LTFT Lead* |
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| **External Speakers** |
| **Name** | **Role** |
| Katie Cobb | Acting Head of Program Management |
| Apologies | TU, UU, CM, JT, ZN, SK, SM |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees**The icebreaker for this month was the last concert members went to. |
|  | **Actions from Previous Meetings**Action log from June reviewed**Actions:**1. **Resolved actions added to business plan**
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|  | **Katie Cobb (Interim Head of Training Programme) –** 1. **Administrative Structures**

**PG Dean>Head Of Teaching Program Management>8 Directorate Teams**[ST Programmes, Primary Care, Foundation, Dentistry, LSFD, Recruitment, Revalidation, Portfolio Management Office (PAs to the Deans, compliance, KPIs)]1. **Partnerships with Trainees**

TEFMembers at policy groupsPanel members for key interview panels (e.g. AD posts)FellowshipsNetworking/peer support1. **Finding out more**
* www.yorkshireandhumberdeanery.nhs.uk/about\_us
* www.yorkshireandhumberdeanery.nhs.uk/contact\_us
* england.postgraduatedeansoffice.yh@nhs.net
1. **How to access senior deanery engagement?**

Best avenue is via 6/52 meetings with TEF Chair (DMT)Can also book time in with KC and talk about how to progress ideas e.g. link up with a relevant person.Can invite KC/JC to TEF meetings |
|  | **WF Agenda – for 21st August**SP/SG to confirmSG will chair – outgoing/handovern.b. there will be no TEF meeting in August due to FLP induction**Actions:**1. **SP/SG to confirm agenda**
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|  | **Team Updates****West – SS –** * no update

**LTFT – MH/SL –*** Pending meeting with Ros Roden and Jon Hossain to discuss
* LTFT Champions at Pinders on WhatsApp group, BMA people, troubleshooting
* Allocate Software – national issue with payment miscalculations – all are strongly encouraged to check their payslips/hours over the last 2 years.
* Pressure from Trusts on covering shifts – need to collate evidence and share with deanery. Consider collaborating with Employers Lead (Sophina). Consider testimonials to increase engagement.

**Quality – WD****Employers – SM*** SG to attend DEEF on 16/8/24 in her stead

**EDI Leads – apologies*** IMG handbook – work ongoing

**Wellbeing –** * Sara Khalid has tendered resignation
* Susie Stokes to attend PSU meeting

**Actions**1. SG to send Miriam Onwuliri TEF slides for induction
2. Ongoing project work - ALL
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|  | **SG – Review of the Year**[presentation]TEF members expressed their appreciation for the outgoing chair, who has been quite excellent, and who we look forward to seeing at the WF and at alumni events. |
|  | **Transitional Meetings****No August TEF meeting – September TEF date TBC with SL****WF 21st August – SG to chair as part of handover** |

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| Action Log |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | LTFT and Employers Leads to collaborate on LTFT survey/project / DEEF  | MH/SL/SM |
|  | Discussions with outgoing TEF members re recruitment | SG/SL |
|  | SG and SS to advocate for ongoing TEF presence at PSU meetings | SG/SS |
|  | ALL to review business plan | ALL |
|  | Buddying system | [paused/SL] |
|  | Deanery induction project | [paused/SL] |

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| Date of next meeting | September TBC |
| Completed by | Susan Stokes |
| Confirmed by | Sium Ghebru |