# 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** |
|  | **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**   TEF  Members at policy groups  Panel members for key interview panels (e.g. AD posts)  Fellowships  Networking/peer support   1. **Finding out more**  * www.yorkshireandhumberdeanery.nhs.uk/about\_us * www.yorkshireandhumberdeanery.nhs.uk/contact\_us * [england.postgraduatedeansoffice.yh@nhs.net](mailto: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 confirm  SG will chair – outgoing/handover  n.b. there will be no TEF meeting in August due to FLP induction  **Actions:**   1. **SP/SG to confirm agenda** |
|  | **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 |
|  | **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 |