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

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| Date and time | 12th March 2025 |
| Venue details | **Virtual – MS Teams**  |
| In attendance | **Name** | **TEF Role** |
| Person | *Role* |
| Shrita Lakhani | *Chair* |
| Yamen Jabr | *South Locality Lead* |
| Sophina Mahmood | *Employers Lead* |
| Michelle Horridge | *LTFT Co Lead* |
| Sindhu Pavuluri | *Wider Forum Lead* |
| Juanita Oriaku | *Wellbeing Lead* |
| Zehra Naqvi | *EDI Co-Lead* |
| **External Speakers** |
| **Name** | **Role** |
| Julie PlattsDavid White | *NHSE North East and Yorkshire* *(Regional Senior Quality Lead)**NHSE North East and Yorkshire**(Quality Intelligence Manager)* |
| Apologies | Sanah SajawalWaqas DinJanaky NamSarah LongwellTheresa Ugahali |

| **Item No.** | **Item** |
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|  | **Introductions, apologies & moment of joy from attendees**Ice breaker on women who are inspirational to us (International Women’s Day 8th March). Apologies noted.  |
|  | **Action log from Feb 2025 reviewed** **Closed items** (N.B. number in brackets relates to number in Jan action log):* (1) Study leave allowance on Accent Leave Manager
* (4) Following Feb 2025 WF meeting review structure of WF meetings .
* (7) Feedback/ideas on what achievements Trainee Forum has accomplished since its inception.
* (8) SLa sharing subscription details with TU and JN for BMJ Learning and Careers and link both in with Head of Content for further discussions.
* (9) SLa linking JN in with Communications Working Group (Hannah Glew).
* (10) Approached Susy Stirling regarding delivering peer coaching workshop at Aug 2025 Wider Forum Meeting
* (11) TEF Members available to attend DEMQ and Regional Teaching Meetings in April
* (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.
* BMJ subscription details
* updating bullying graphics
* (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.
* (14) ZN to inform TEF members of future dates for Conscious Inclusion Workshop (10th April 2025)
* (16 & 17) Findings of LTFT survey circulated among committee and decision to present at TEF Directorate prior to attending LTFT employers forum
* (18) SLo/MH contacted LTFT 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.
* (19) SLa to circulate google form asking TEF members to vote on whether TF should be releasing statements regarding situations that can impact PGDiT.

**Ongoing actions** (N.B. number in brackets relates to number in Jan action log):* (2) ToR to be updated following TEF Directorate Meeting on 21st March 2025 (including new process and rules to applying to 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):
	+ whether Self Directed Time/Development is currently in PGDiT employment contract.
	+ Approval of drafted Self-Directed Principles prior to being circulated to WF members for consultation and in preparation for presentation at DEEF meeting.
* (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.
* (13) JO to liaise with JN regarding promoting bullying graphics on social media platforms.
* (15) TU to enquire with NHSE YH EDI working group if TF can be invited to future meetings.

**Actions:** 1. **ToR to be updated following TEF Directorate Meeting on 21st March 2025 (including new process and rules to applying to WF and uploaded to TF website.**
2. **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 21.03.25):**
	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.**
3. **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.**
4. **(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.**
5. **JO to send bullying graphics to SLa and ZN and once finalised to send to JN to post on social media platforms.**
6. **TU to enquire with NHSE YH EDI working group if TF can be invited to future meetings.**
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|  | **Chair Updates** * SLa highlighted historical situation that was recently brought to forum in which a Foundation PGDiT was coerced into giving large sum of cash to a senior clinician. Incident was investigated by relevant parties at the time and police involved. Discussion around raising awareness about suspicious activities/staying safe at work, however unclear if this is an employer's role rather than Trainee Forum’s. Decision to discuss with senior management at TEF Directorate.
* Spring TEF Recruitment results:
	+ 29 applications received (highest in three years), over 10 applicants in some roles. SLa thanked all for promoting recruitment and forum and attributes record number of applications to the team effort.
	+ Given volume of applications, 2 committee members to review applications. All team members who will be working with prospective candidates encouraged to get involved. Recommendations to be sent to SLa by 24th March so that applicants can receive outcomes on 25th March.

**Actions :** 1. **SLa to seek clarity at TEF Directorate regarding who’s role it is to raise awareness about suspicious activities/staying safe at work.**
2. **SLa to share applications with relevant committee members along with guidance on reviewing the applications. Decisions to be sent to SLa by 24th March.**
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|  | **Wider Forum** Agenda for Future Meetings* Date of May Wider Forum Meeting changed to Tues 20th May. Existing MS Teams Invite cancelled and new invite circulated. Speakers confirmed as Raykal Sim (immediate past Vice Chair) and Debbie Blake).
* Speakers confirmed for August 2025.
	+ Sium Ghebru (immediate past Chair) discussing Global Health Fellowship
	+ Susy Stirling delivering workshop on peer coaching. Aim will be to provide attendees with some insight but encourage them to attend the full course. Susy requests 2 volunteers who would be willing share their experiences of coaching at the meeting to supplement the information she’ll be providing. ZN possibly available (to confirm closer to time)

 * Discussion on the structure of wider forum meetings. Committee agreed preference for fewer but longer agenda items.

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.
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| 5.  | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**DMT - Recruitment freeze in NHS England significantly affecting YH Deanery’s functional capacity. Major incident planning being undertaken. Raising concerns graphic launched on website. DEMQ - NHSE holding listening exercise on Wed March 26th, in which trainees are invited to discuss the future of PG Medical Education. National Training Survey will go live form 18th March. HoS/DME : Error in MCRP UK Sept 2023 exam diet affecting 283 candidates (8 of which are in the YH region). Discussion to offer support of Trainee Forum to affected candidates, should they wish to contact. Review of accent leave manager and stricter study leave application process.TEF Directorate - Meeting on 19th Feb cancelled and re-arranged to 21st March (consequently no further meeting since Dec 2024)SOP Meeting – Next meeting on 20th March. DEEF: - Next meeting 8th April. PS Working Group – Next meeting on 20th May Regional Teaching Committee – Meeting yesterday was cancelled. But update from previous meeting was Migration to TDMv2 (Blackboard) on 16th Dec but issues with downloading certificates that is currently being worked on. Regional teaching school survey soon to be circulated. Next meeting planned for 23rd April. SLa unavailable and committee members encouraged to attend in place and represent TEF. TEF representation needed at following meetings:1. DEMQ meeting on Tues 2nd April at 10am on MS Teams (1hr)2. DEMQ meeting on Tues 20th May at 2pm on MS Teams (1hr)**Actions :** 1. **SLa to contact HoS in which PGDiT affected by error in MCRP UK Sept 2023 exam diet results to offer TF support.**
2. **Committee members to contact SLa if available to attend DEMQ meetings on 02.04.25, 20.05.25 or Regional Teaching meeting on 23.04.25.**
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| 6.  | **Team Updates****Quality – WD** – Apologies**West – SS** – Apologies **East & North – CM -**  Apologies**South – YJ –** Discussed challenges in engaging with representatives and guardians of safe working in South Yorkshire region (lack of contact). Advised to focus efforts on contacting speciality reps shared by Sheffield Teaching Hospital RDF. **Employers – SM -**  Trainee Forum SOP updated. Awaiting for confirmation about leave for wider forum members and once have clarity SM to finalize SOP and submit for May meeting. **Communications – JN –** Significant promotion of recruitment on social media platforms. As recruitment now closed, working on expanding content and committee members to contact JN directly if any ideas. **Wellbeing – JO –** Developing graphics on bullying to circulate on social media.**EDI – ZN:** Updating NHSE YH Deanery webpages with EDI champions for each trust. Discussed GMC EDI targets**LTFT – MH:** Discussed LTFT survey results, which are to be presented at TEF Directorate on 21.3.25. Confirmed that key areas for action are: * receiving rotas 8 weeks in advance of placement start date
* Accessible information on website over who (i) LTFT champions are for each trust and (ii) who Training Programme Directors
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| 7.  |  **2024 NETS Survey Results** . * David White and Julie Platts presented the 2024 NET survey results, highlighting key indicators and trust performance. NHSE YH level with national average on majority of indicators.
* Discussion on bullying, harassment, and discrimination, with a focus on reporting and organizational response.
* EDI analysis showed differential experiences among learners with certain characteristics.

**Action:** 1. **SLa to circulate NETS 2024 presentation among committee members**
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| 8.  | **Processes regarding future statements as a Trainee Forum**Results of vote shared. 80% in favour of TF releasing statements regarding situations that can impact PGDiT. Next phase will be to outline a process by which statements are developed. This is be done via an Action Learning Set (ALS)/Time To Think Council at April TEF. SLa to share resources around ALS as not all members familiar with process. **Actions:** 1. **SLa share resources regarding Action Learning Set (ALS)/Time To Think Council in advance of April TEF meeting**
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| 9.  | **Update on Terms of Reference** No further comments regarding ToR aside from updating regarding process for joining WF and leave for WF members (once confirmed). SLa to update following TEF Directorate meeting.  |
| **10.** | **AOB:** Nil. Meeting closed with round of appreciation.  |
|  | **Next meeting:** On 10/4/2025 at 09.15 at Riverside House, Rotherham. TEF exec meeting in morning followed by team building activities in afternoon.  |

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| **Action Log** |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | Terms of Reference to be updated following TEF Directorate Meeting on 21st March 2025 (including new process and rules to applying to WF and uploaded to TF website.  | SLa |
| **2** | 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 21.03.25): * 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 |
| **3** | 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. | SLa |
| **4** | 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 |
| **5** | JO to send bullying graphics to SLa and ZN and once finalised to send to JN to post on social media platforms. | JO |
| **6** | TU to enquire with NHSE YH EDI working group if TF can be invited to future meetings | SLa |
| **7** | SLa to seek clarity at TEF Directorate regarding who’s role it is to raise awareness about suspicious activities/staying safe at work.  | SLa |
| **8** | SLa to share applications with relevant committee members along with guidance on reviewing the applications. Decisions to be sent to SLa by 24th March. | SLa |
| **9** | SLa to contact HoS in which PGDiT affected by error in MCRP UK Sept 2023 exam diet results to offer TF support. | SLa |
| **10** | Committee members to contact SLa if available to attend DEMQ meetings on 02.04.25, 20.05.25 or Regional Teaching meeting on 23.04.25. | All |
| **11** | SLa to circulate NETS 2024 presentation among committee members | SLa |
| **12** | SLa share resources regarding Action Learning Set (ALS)/Time To Think Council in advance of April TEF meeting.  | SLa |

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| Date of next meeting | 10/04/2025 |
| Completed by |  M Horridge with aid of AI software (Co-pilot) |
| Confirmed by | S Lakhani |