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

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| Date and time | 13/05/2025  13:30 | |
| Venue details | Virtual: MS Teams | |
| In attendance | **Name** | **TEF Role** |
| Shrita Lakhani SL | Chair |
| Matthew Rose MR | West Yorkshire Locality Lead |
| Janaky Nam JN | Communications & Engagement Lead |
| Matthew Betts MB | Secretary |
| Theresa Ugalahi TU | EDI Co-Lead |
| Uchechika Iroegbu UI | Vice-chair |
| Nikiruka Edward-Alali NE | North and East Yorkshire Locality Lead |
| Katherine Miller KM | LTFT Co-Lead |
| Terence Isaacs TI | Quality Lead |
| Sindhu Pavuluri SP | Wider Forum Lead |
| Yamen Jabr YJ | South Yorkshire Locality Lead |
| Michelle Horridge MH | LTFT Co-Lead |
| **External Speakers** | |
| **Name** | **Role** |
| Daniel Beral (Doncaster and Bassetlaw Teaching Hospital) | Associate Director of Medical Education |
| Apologies | Zehra Naqvi | |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees**   * Icebreaker: Who would you see live – musician or otherwise - dead or alive? * Apologies noted |
| 2. | **Actions from Previous Meetings**  Action log from last meeting not available: to review at next meeting. |
| 3. | **Chair Updates**  DEMEC (December, 2025):  3 x Deanery funded places available. SL and incoming chair intending to attend. Anyone with interest in attending to contact SL. If no funded places available, members can utilise study budget to attend!  Peter Fisher Essay Prize Competition  ‘Doctors for the NHS’ joined with ‘Journal of Royal Society of Medicine for a 2000 essay competition. Question: ‘How can medical education be improved for the benefit of the patient?’ Deadline 31/07/2025. Organisers keen to hear from PGDiT. Information will be circulated to WF and on social media, but xec members also encouraged to spread word. Essay flyer to be circulated in TEF Chair weekly update.  Medical training review:  Reminder that call for evidence ends 20/05/2025 (<https://www.engage.england.nhs.uk/survey/medical-education-programme-review/>). This is part of extensive programme of engagement and listening to ensure trainees, educators, patients and NHS leaders have opportunity to shape future medical training in England. Report for phase 1 of the review expected late June/early July 2025. |
| 4. | **Wider Forum**  Agenda Update:   * May WF Meeting - IMG handbook now updated and will presented at May WF and then circulated to all WF members with request for comments to be sent to EDI Co-leads by 03.06.25. * August WF Meeting – request for volunteer to discuss their experiences of coaching (ideally peer coaching) following Susy Stirling’s presentation on peer coaching at Aug meeting. MH offered to discuss her coaching experience and TU shared contact details of a peer coach.   Newsletter  Request for content for summer newsletter. Wellbeing and Quality Leads to provide update as part of regular feature. Previously insufficient content for newsletter leading to delay in circulation.  Wider Forum Membership and WhatsApp Group:  Steady increase in WF membership with most new members joining WhatsApp group. Continued high representation from PGDiT in psychiatry. Representation from smaller specialities (i.e. subspecialities of medicine & surgery) is still lacking. Additionally no further invitations to present from RDFs. With upcoming summer recruitment window, important to promote Trainee Forum. Locality leads asked to develop strategy on reaching out to smaller specialities and promote TF during summer months.  **Action:**   1. **Locality leads to develop strategy on reaching out to smaller specialities and promote TF during summer months.** |
| 5. | **Meeting Updates**  DMT – Government publication on how NHSE will be abolished and onwards plan (including how PG medical and dental education will be delivered) has been pushed back to October 2025. Major incident planning if NHSE YH experience further administrative cuts is ongoing with further input from Trainee Forum planned.  DME/HoS– BMA continuing discussions on whether priority for national recruitment is given to UK graduates. Nothing confirmed as of yet.  DEMQ – NTS survey revealed several comments related to patient safety and bullying, which are being further investigated by the NHSE YH Quality Team. This will include sharing findings with relevant DMEs and Schools and offering PGDiT who report bullying opportunities for further support. First newsletter regarding Medical Training review has been released. SL will share in weekly email update to exec and JN to post on social media.  TEF Directorate – No further meetings since April exec. Next meeting 06.06.25 when revised SDT principles will be presented. Consensus that principles are necessary given that significant variation between Trusts, specialities and training grades.  Regional Teaching Commitee – No further meetings since April exec meeting Next meeting 04.06.25. KM attending.  SOP – SM presenting Trainee Form SOP at next meeting on 20.05.25.  DEEF – No further meetings since April exec meeting. Next meeting on 08.07.25  LTFT Employer forum: SL attended in April. Changes to LTFT application process highlighted: i.e. applications for LTFT need to be submitted 16 weeks before rota start date unless exceptional circumstances. Additionally emphasised that 2 stage process: Deanery reviews application from educational perspective and then employer assesses if delivery possible. Application can be denied at either stage. (see item 8 for further discussion) |
| 6. | **Role of Medical Education Manager/Director of Medical Education**  Dan Beral is colorectal surgeon by background working in Doncaster and Bassetlaw, having trained in Yorkshire. Also the DME at Doncaster. Discussed what role of DME entails, how he became involved in education and balancing his educational commitments alongside working as a surgeon. Questions fielded. |
| 7. | **Team Updates**  **Quality – TI –** Contacted DME at Harrogate & Barnsley (P Croft & S Holbrook) for feedback on revised SDT principles.  **Employers** **– SM** – Re-submitted Trainee Forum SOP for approval at SOP meeting next week.  **LTFT Co-Leads** – **KM & MH** – Arranging meeting to further troubleshoot issues raised from LTFT employers forum and today. Unfortunately will come after Time to Think Council at May DMT  **EDI Co-Leads – ZN & TU** – Updating EDI webpage on YH Deanery website. Confirmation that webpage will not be merged with NE Deanery webpage but will have link to connect the two sites.  **Wellbeing – JO –** Changes to bullying infographics performed and sent to relevant parties. Requires one further image (recommended to review ‘Decent image’ webpage) and then to be circulated.  **Wider Forum – SP** – Working on document to summarise updates to exception reporting following BMA conference. To consider ways to publicise information once document complete.  **Vice Chair** **– UI** – Nil  **Comms Lead – JN** – Updating website with new TEF member details is urgent priority. Awaiting handful of blurbs.  **West Locality – MB –** Handover from predecessor successful. Nil otherwise.  **North and East Locality – NEA** – Nil  **South Locality – YJ –** Sent reminders regarding upcoming WF meeting. Limited success with responses from subspecialities – may be easier now with two new locality leads (see action above regarding locality leads meeting to develop strategy on how best to connect to subspecialities)  **Actions:**   1. **New TEF members with outstanding blurbs to be sent JN as a priority** |
| 8. | **Preparation for Time to Think Council on LTFT Training at May DMT**  Factors to consider   * Unclear who makes final decision on employers side regarding applications for LTFT training (SL to investigate). * Is there a process to appeal the employers decision regarding LTFT application? SL to raise at DMT’s Time to Think Council. (N.B. National SOP for LTFT Training describes process for appealing Deanery decision regarding application on LTFT Training). * Difficulty in contacting TPD contributes to delay in LTFT application. Related to fact that contact details for all TPDs not available on school webpages of Deanery website (large barrier for PGDiT who moving into region to start training). SL to raise at DMT’s Time to Think Council. * During initial investigative conversations with TPDs, some PGDiT have been advised not to apply for LTFT because no service capacity. SL advised that initial conversation with TPD is part of application process, but focus should be on what the impact of being LTFT training would have on training (shouldn’t be discouraging applications based on service capacity). SL to confirm this with senior management at NHSE YH.   SL meeting with F Bishop (Deputy Dean for Learner Support and Faculty Development) to finalise strategy for presenting LTFT issues at DMT (will also raise the above points at this meeting)  **Action:**   1. **SL to confirm following in relation to LTFT Training**     1. **who makes decision from employers side regarding LTFT application?**    2. **TPD’s role in initial conversation about LTFT training, which is part of application process?**    3. **Appeals process with employer if LTFT application denied.**    4. **Ensuring all schools have TDP details available on webpages** |
| 9. | **AOB**   * Confirmed that August F2F meeting will be all day at Riverside House on 14th (business meeting AM followed by team building PM). Incoming Chair (Katie Jarvis) will be in attendance. * Some congratulations and goodbyes! JN and SP both attained post for Higher Speciality Training and will be leaving for pastures new. Last meeting attendance in June for SP and July for JN |
| 10. | **Close**  Meeting closed with a round of appreciation |

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| Action Log | | |
| **Item** | **Action** | **Allocated person(s)** |
|  | Locality leads to develop strategy on reaching out to smaller specialities and promote TF during summer months in in advance of recruitment window. | YJ, NE & MR |
|  | New TEF members with outstanding blurbs to be sent JN as a priority | NE, MB, MR, KM and TI |
|  | SL to confirm/raise following issues at Time to Think Council in regards to LTFT Training  a. who makes decision from employers side regarding LTFT application?  b. TPD’s role in initial conversation about LTFT training, which is part of application process?  c. Appeals process with employer if LTFT application denied.  d. Ensuring all schools have TDP details available on webpages | SL |
|  | Review April Action log at June Exec Meeting | SL |

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| Date of next meeting | 20/05/2025 Wider TEF meeting (MT)  06/06/2025 TEF Meeting (MT) |
| Completed by | Matt Betts (Secretary) |
| Confirmed by | S Lakhani (Chair) |