



**MEETING NOTES**

<b>Meeting:</b>	<b>Meeting of YAS Forum</b>	
<b>Date/Venue/Time:</b>	<p><b>OPEN TO THE PUBLIC</b>  <b>14 July 2015 at 1700-1900</b>  <b>Mercure Hull Grange Park Hotel, Grange Park Lane, Willerby, Hull, HU10 6EA</b></p> <p><b>YAS Forum Members Only:</b>  <b>1600-1700 – Networking / Light Refreshments</b></p>	
<b>Membership:</b>	<p>Della Cannings (DC)</p> <p>Cllr John Batt (JB) Edwina Shachar (ES)</p> <p>Tony Dutton (TD) Dennis Shaw (DS) Rod Spratley (RS)</p> <p>John Cunnington (JC) Gavin Wray (GW)</p> <p>Ash Choudray (AC) John Egglestone (JE) Rob Higgle (RH) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV)</p> <p>Lee Murphy (LM) Simon Talbot (ST) Mark Wright (MW) Olivia Eames (OE)</p> <p>Supt Pat Casserly (PC) Dawn Hanwell (DH)</p> <p>Cllr Lyn Healing (LH) Karen Kelly (KK)</p> <p>John Mothersole (MS)</p>	<p><b>Trust Chairman</b></p> <p><b>Public Constituency (North)</b></p> <p><b>Public Constituency (South)</b></p> <p><b>Public Constituency (East)</b></p> <p><b>Public Constituency (West)</b></p> <p><b>Staff Constituency (Front-line)</b></p> <p><b>Staff Constituency (Support)</b></p> <p><b>Appointed Members</b>  Police  Chief Financial Officer, Leeds and York Partnership NHS FT  East Riding of Yorkshire Council  Chief Operating Officer, Barnsley Hospital NHS FT  Chief Executive Officer, Sheffield City Council</p>

<b>Apologies:</b>	Rod Barnes (RB) Anne Allen (AA) Erfana Mahmood (EM)  Tony Dutton (TD) Gavin Wray (GW) Ash Choudray (AC) Lee Murphy (LM) Jessica Shiels (JS) Cllr Lyn Healing (LH) Rod Spratley (RS) Dawn Hanwell (DH) Karen Kelly (KK) John Mothersole (JM)	Chief Executive Trust Secretary Non-Executive Director/Senior Independent Director Public Constituency (South) Public Constituency (East) Public Constituency (West) Staff Constituency (Front-line) Public Constituency (West) Appointed Public Constituency (South) Appointed Appointed Appointed
<b>In Attendance:</b>	Dr Dave Macklin (DM) Karen Warner (KW) Mrs Virdee	Executive Director of Operations Associate Director of Quality Foundation Trust Member
<b>Note Taker:</b>	Ali Richardson (AR)	Membership Manager

No.	Description	Action
1.	<p><b>Welcome and Introductions</b></p> <p>DC welcomed everyone to the YAS Forum (YF) Meeting and introductions were made by all present. DC officially welcomed Edwina Shachar as the new YF Member representing North Yorkshire.</p> <p>DC noted low attendance from some Appointed Members and an elected Member and asked the Forum for their views about writing to query the low attendance levels. YF Members approved this approach.</p> <p><b>ACTION – Write to YF Members about low attendance levels.</b></p>	<b>DC</b>
2.	<p><b>Apologies/Declaration of Interests</b></p> <p>Apologies were noted and no Declaration of Interests were noted.</p>	
3.	<p><b>To Receive: Notes of the last meeting held on 12 May 2015</b></p> <p><b>RECEIVED: The minutes of the last meeting held on 12 May 2015 were accepted as an accurate record of the meeting.</b></p>	
4.	<p><b>Questions From the Public</b></p> <p>There were no public questions.</p>	
5.	<p><b>Chairman's Report</b></p> <p>DC congratulated Rod Barnes on his appointment as Chief Executive Officer and Dr Dave Macklin on his appointment as Executive Director of Operations.</p> <p>DC explained that Elaine Bond has finished her term as a Non-Executive Director and had been replaced by John Nutton. Ronnie Coutts had been</p>	

	<p>appointed as NED Designate.</p> <p>DC stated her major concern that certain hospitals are not ensuring timely clinical handovers from our staff.</p> <p>KV asked what the response from the hospitals concerned was.</p> <p>DC explained that she had raised this with Chairmen of the relevant Trusts for them to raise with their own Board.</p> <p>RH asked what happens to the financial recompense.</p> <p>DC confirmed that this goes to the Clinical Commissioning Group (CCG) and YAS do not receive any recompense. DC suggested that if Members wished to raise this with their local CCG then YAS could provide a briefing for them to assist.</p> <p>RH was happy to do this. RH asked if he should contact his local MP.</p> <p>DC confirmed that the first point of call was their local CCG.</p> <p>ST explained that this was a regional problem as it is not encountered in West Yorkshire.</p> <p>JB asked if there were any issues in Harrogate.</p> <p>DC confirmed that there were not any issues with Harrogate Hospital. DC explained that the new YAS CEO/Trust Board were working extremely hard to make positive changes.</p> <p>DC asked the Forum is there was anything specific that they wanted her to feedback about.</p> <p>JE questioned paramedic retention overseas - why do staff leave once they are fully trained and do YAS get anything back.</p> <p>DC explained that people have fantastic opportunities to do different things with their chosen careers, but they generally return with more expertise.</p> <p>DM confirmed that Australia is a net exporter of paramedics.</p> <p><b>ACTION – YF Members to contact AR if they wish to receive details of what to discuss at their local CCG Meeting.</b></p>	AR
6.	<p><b>Presentation on the Report of the CQC Inspection of YAS (January 2015): Presented by Karen Warner, Associate Director of Quality</b></p> <p>KV asked if there were any timescales when the CQC would be coming back.</p> <p>KW explained that there was not any, but it should be annually.</p> <p>DC confirmed that the time delay inhibits our ability to become a</p>	

	Foundation Trust.	
7.	<b>Update on YAS A&amp;E Performance Delivery and Trajectory presented by Dr Dave Macklin, Executive Director of Operations</b>	
8.	<b>Review of YAS Forum Terms of Reference: For Comments/Feedback</b>  DC asked YF if they support extending their term for another 12 months, rather than going to Election next year. The Forum were supportive of this suggestion.	
9.	<b>Review of YAS Forum Annual Report 2014-2015: For Comments/Feedback</b>  DC thanked AR and OE for producing a draft Annual Report in such a short period of time. DC asked Forum Members to contact AR with any comments/feedback. YAS Forum agreed for the Report to go to Board later in July.	
10.	<b>Update on Non-Executive Director Interview Process</b>  JC provided an update on the Non-Executive Director interview process, which involved interviewing several candidates. JC explained that there was a very clear interview process for candidates and the panel were friendly and professional. JC had a very enjoyable day and welcomed the opportunity to be part of such a transparent process.  JB asked if there were any timewasters.  DC explained that there were some candidates who did not meet the criteria and were consequently not shortlisted.  DC thanked JC for his update and involvement in the process.	
11.	<b>Staff Forum Update</b>  OE provided a staff forum update explaining that they were regularly meeting with the CEO and Executive Director of Operations. They have been actively involved in the new uniform design and now have a presence at the staff induction workshop. They are hoping to do various roadshows across the region to raise their profile and engage with staff members.	
12.	<b>Membership Sub-Group Update: Progress Video Suite (7) and Engagement Materials by Mark Wright, Staff Forum Member.</b>  YF Members welcomed the Membership Sub-Group update about the Video Toolkit and Media Boards. DC thanked all Sub-Group Members for their dedication and support with this project.	
13.	<b>YAS Working Groups: Review Forum Members' Representation</b>  AR confirmed that RH had volunteered to join the Patient Experience	

	<p>Group. The Clinical Quality Agenda would be circulated to YF Members and there would be an open invitation to attend. AR explained that the Public Health Working Group is well represented with YF Members having attended or confirmed their attendance at public engagement events.</p> <p><b>ACTION – AR to circulate when the next Clinical Quality Meeting is arranged.</b></p>	AR
14.	<p><b>YF Training &amp; Development Plan: Confirm Outcome of Delivery of Final Items</b></p> <p>AR explained that this was discussed at the last meeting and YF Members were asked to feedback if they had any outstanding training needs. AR confirmed that she had received feedback to say that adequate training had been received and nothing further was required.</p> <p>AR confirmed that induction training would continue for new YF Members.</p> <p>JE asked if first aid training that could be provided to YF Members. AR confirmed that this could be arranged.</p> <p><b>ACTION – Arrange for YF Members to receive First Aid Awareness Training.</b></p>	AR
15.	<p><b>Review and Feedback</b></p> <p>DC asked YF Members if they would like to have a finance presentation at the next YF Meeting. RH agreed that this would be a good idea.</p> <p>JC asked for an update regarding the YF Lead Forum Member role. YF Members agreed that they would like to elect a Lead straight away.</p> <p>DC thanked YF Members for attending the meeting.</p> <p><b>ACTION – Finance Presentation at the next YF Meeting.</b>  <b>ACTION – AR to email Members for Lead Forum Member nominations</b></p>	AA/AR AR
16.	<p><b>Register of Declaration of Interests 2015-2016</b></p> <p><b>ACTION – Email YF Members for their current declaration of interests and update the register.</b></p>	AR
17.	<p><b>Members' Expenses</b></p> <p><b>ACTION - YF Members to notify AR if they have concerns about their expenses claims.</b></p>	YF Members
18.	<p><b>YAS Forum Meeting Attendance Record</b></p> <p>For information only.</p>	-
19.	<p><b>Date, Time, Location of next meeting:</b>  1530 – 1700, photographs and networking session  1700 – 1900, 13 October 2015  Holiday Inn, Dodworth, Barnsley, S75 3JT</p>	