



AGENDA

Meeting:	Meeting Notes of YAS Forum	
Date/Venue/Time:	<p>OPEN TO THE PUBLIC 1715-1900, 17 May 2016 Cedar Court Hotel Denby Dale Road Wakefield WF4 3QZ</p> <p>YAS Forum Members Only: 1600-1715 – Networking / Light Refreshments and photographs taken</p>	
Membership:	<p>Pat Drake (PD)</p> <p>Edwina Shachar (ES) Cllr John Batt (JB)</p> <p>Dennis Shaw (DS) Rod Spratley (RS) Simon Pugh (SP)</p> <p>John Cunnington (JC) Vacancy</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) Bob Kirkton (BK)</p> <p>John Mothersole (MS)</p>	<p>InterimTrust Chairman</p> <p>Public Constituency (North) Lead Forum Member</p> <p>Public Constituency (South)</p> <p>Public Constituency (East)</p> <p>Public Constituency (West)</p> <p>Staff Constituency (Front-line)</p> <p>Staff Constituency (Support)</p> <p>Appointed Members Police Chief Financial Officer, Leeds and York Partnership NHS FT East Riding of Yorkshire Council Director of Strategy & Business Development, Barnsley Hospital NHS FT Chief Executive Officer, Sheffield City Council</p>

Apologies:	Anne Allen (AA) Edwina Shachar (ES) John Cunnington (JC) John Egglestone (JE) Supt Pat Casserly (PC) Dawn Hanwell (DH) Cllr Lyn Healing (LH) John Mothersole (JM)	Trust Secretary Public Constituency Public Constituency Public Constituency Appointed Member Appointed Member Appointed Member Appointed Member
In Attendance:	Rod Barnes (RB) Erfana Mahmood (EM) Steve Page (SPa) Ali Richardson (AR) Shelley Durrant (SD) Mel Gatecliff (MG) Mark Turner (MT)	Chief Executive Officer Non-Executive Director Executive Director of Standards and Compliance Membership Manager Operations Support Manager Executive Officer FT Strategic Planning Officer
Note Taker:	Ali Richardson (AR)	Membership Manager

No.	Description	Action
1.	Welcome and Introductions PD welcomed everyone to the YAS Forum (YF) Meeting and introductions were made by all present. PD officially welcomed Simon Pugh as the new Public YF Member representing South Yorkshire.	
2.	Apologies/Declaration of Interests Apologies were noted and no Declaration of Interests was noted.	
3.	To Receive: Notes of the last meeting held on 13 January 2015 and Action Log RECEIVED: The minutes of the last meeting held on 13 January 2016 were accepted as an accurate record of the meeting.	
4.	Questions From the Public There were no questions from members of the public.	
5.	Chairman's Report PD explained that the Trust had overcome some challenging times. JB asked whether there were any issues with the Patient Transport Service (PTS). ACTION: AR to contact JB to discuss his concerns and raise this with the Patient Experience Team.	AR

<p>6.</p>	<p>Lead Member's Report: Including Questions from YAS Forum Members</p> <p>JB explained that Forum Members wished to have the opportunity to have a meet one week prior to each YAS Forum Meeting to identify and issues and discuss the forthcoming agenda.</p> <p>PD confirmed that YAS would facilitate this request.</p> <p>ACTION: AR to liaise with JB about arranging pre-meet one week before each YAS Forum Meeting.</p> <p>JB explained that the agenda can be intense and contain too many presentations. Forum Members would like to influence potential subject matters, working closely with the Executive Team.</p> <p>PD explained that she is happy for the YAS Forum to suggest agenda items but suggested that the Chairman is allowed to work closely with the Lead Forum Member to discuss this further.</p> <p>JB confirmed that YAS Forum Members would like to be part of the Corporate Engagement Structure lead by Martin Carter.</p> <p>PD suggested that once the new Chairman has been appointed a meeting is arranged between JB, AA, AR and the Chairman to discuss/formulate a YAS Forum Work Plan.</p> <p>ACTION: AR to arrange a meeting once the new Chairman has been appointed.</p> <p>JB explained that Forum Members would benefit from a tour of AE Department.</p> <p>ACTION: AR to liaise with BK about the possibility of visiting Barnsley NHS Trust Hospital and provide an overview of the services they provide and joint partnership working.</p>	<p>AR</p> <p>AR</p> <p>AR</p>
<p>7.</p>	<p>Staff Forum Update: Including Questions from YAS Forum Members</p> <p>OE discussed the Staff Forum Update Paper, outlining success stories.</p> <p>PD thanked the Staff Forum for their valuable contribution and hard work.</p> <p>JS asked how communications are filter to staff.</p> <p>LM explained that this is actioned through various ways: electronic/paper weekly Operational Updates, YAS TV, website and best practise events.</p>	

<p>8.</p>	<p>Updates</p> <p>a) Hillsborough Inquests</p> <p>b) Care Quality Commission (CQC) Action Plan</p> <p>Questions from YAS Forum Members</p> <p>PD stated that YAS were saddened by the Hillsborough events. She asked that Forum Members think about the impact on individual families following the Inquest.</p> <p>RB also expressed the Trust's deepest sympathy for the bereaved families. He advised the Forum that the Trust fully accepted the jury's conclusions and acknowledged that mistakes were made by the ambulance service at the time which contributed to the loss of life.</p> <p>SPa outlined that as one of the successor bodies to SYMAS, the role of YAS in the inquests was to help the coroner ensure a full and fair examination of the events, making sure that all relevant evidence was put before the court, and properly explored in an open way. The inquests followed 2 years' engagement with the Hillsborough Independent Panel, through which the Trust placed all relevant document into the public domain through the on line archive.</p> <p>SPa noted that some investigation processes are ongoing and the Bishop of Liverpool has also been asked to provide a report on the experiences of the bereaved families. The Trust will continue to engage in and support these processes as appropriate.</p> <p>In response to queries from a Forum member SPa explained that the formal legal liability for former ambulance services is complex, but that the Hillsborough Inquiry has no legal implication for individual YAS Forum Members.</p> <p>SPa updated the YAS Forum with the CQC Action Plan outlining that the next inspection would be late summer/early autumn. He outlined the positive progress that has been made on the issues highlighted through the last inspection including that in relation to infection prevention and control and bare below the elbows policy, management of clinical equipment and delivery of mandatory training. He also highlighted key areas of ongoing work. A mock inspection was taking place this week to give an objective view of the current position.</p> <p>RH explained that as a Community First Responder his scheme had not provided FOB watches to enable them to be bare below the elbow.</p> <p>PD thanked RH for providing this information.</p> <p>ACTION: SPa agreed to follow this up, together with Fire Responders.</p>	<p>SPa</p>
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9.	Presentation – Hub and Spoke Model Implementation by Shelley Durrant Operations Support Manager.	
10.	Review and Feedback YAS Forum was happy with the meeting and venue.	
11.	Register of Declaration of Interests 2016/17 ACTION – YF Members to notify AR to update the Register of Declaration of Interests if appropriate.	ALL
12.	Members' Expenses ACTION - YF Members to notify AR if they have concerns about their expenses claims.	ALL
13.	YAS Forum Meeting Attendance Record For information only.	
14.	YAS Working Groups For information only.	
15.	Date, Time, Location of next meeting: 1700 – 1900, 19 July 2016 Ripon Race Course, Boroughbridge Road, Ripon, HG4 1UG	