



MEETING NOTES

Meeting:	Meeting of YAS Forum	
Date/Venue/Time:	<p>OPEN TO THE PUBLIC 12 May 2015 at 1700-1900 West Yorkshire Police Training & Development Centre, Bishopgarth House, Bradford Road, Carr Gate, Wakefield, WF2 0QN</p> <p>YAS Forum Members Only: Bishopgarth House 1400-1500 – Tour de Yorkshire Presentation – Ian Walton, Associate Director of Resilience 1500-1600 – Networking / Light Refreshments</p> <p>Public Order Building 1600–1645 - Joint Emergency Services Demonstration</p>	
Chairing:	Pat Drake (PD)	Deputy Chairman
Membership:	<p>Della Cannings (DC)</p> <p>Cllr John Batt (JB) Vacancy</p> <p>Reverend 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 Higgie (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>Trust Chairman</p> <p>Public Constituency (North)</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</p>

	Cllr Felicity Temple (FT) Karen Kelly (KK) John Mothersole (MS)	Partnership NHS FT East Riding of Yorkshire Council Chief Operating Officer, Barnsley Hospital NHS FT Chief Executive Officer, Sheffield City Council
Apologies:	Della Cannings (DC) Rod Barnes (RB) John Cunnington (JC) Cllr Felicity Temple (FT) John Egglestone (JE) Stan Hardy (SH) Dawn Hanwell (DH) Reverend Tony Dutton (TD) Gavin Wray (GW) Karen Kelly (KK) John Mothersole (JM)	Trust Chairman Chief Executive Public Constituency (East) East Riding of Yorkshire Council Public Constituency (West) Public Constituency (West) Leeds and York Partnership NHSFT Public Constituency (South) Public Constituency (East) Barnsley Hospital NHS FT Sheffield City Council
In Attendance:	Pat Drake (PD) Ian Brandwood (IB) Anne Allen (AA) Alex Crickmar (AC) Dr Dave Macklin Erfana Mahmood (EM) Ali Richardson (AR)	Deputy Chairman (Chairing) Executive Director People & Engagement / Interim Deputy Chief Executive Trust Secretary Interim Executive Director of Finance & Performance Executive Director of Operations Non-Executive Director / Senior Independent Director Membership Manager
Note Taker:	Ali Richardson (AR)	Membership Manager

No.	Description	Action
1.	<p>Welcome and Introductions</p> <p>PD gave the Chairman's apologies for the meeting for which she would Chair.</p> <p>PD welcomed everyone to the YAS Forum (YF) Meeting and introductions were made by all present. PD officially welcomed Jessica Shiels and Ash Choudray as the new YF Members representing West Yorkshire and explained that Gavin Wray had attended the pre-meeting events but was unable to join today's meeting. She welcomed him as a new YF Member representing East Yorkshire.</p> <p>PD thanked PC and AR for delivering an outstanding joint working demonstration which portrayed real life scenarios. This was a great opportunity to raise awareness of joint working between different public sector organisations, which in turn will help YAS Forum Members promote this within their wider communities. It was noted that Fern Media had filmed parts of the demonstration to input to the suite of videos being developed for public engagement.</p> <p>PD also thanked Ian Walton, Associate Director of Resilience for his informative presentation about the Tour de Yorkshire. The YAS Forum Members thoroughly enjoyed this presentation and really welcomed the opportunity to see the planning that went on behind the scenes of this major event.</p>	AR

	ACTION: Letter of thanks to PC and his Team at West Yorkshire Police and Ian Walton, Associate Director of Resilience.	
2.	Apologies/Declaration of Interests Apologies were noted and no Declaration of Interests were noted.	
3.	To Receive: Notes of the last meeting held on 13 January 2015 RECEIVED: The minutes of the last meeting held on 13 January 2015 were accepted as an accurate record of the meeting.	
4.	Questions From the Public RS asked YF Members, as representatives of the membership and the public, to consider their support of the Executive Team in potentially exploring the re-evaluation of National A&E response targets. PD thanked RS for his suggestion and explained that YF Members were not expected to make any decisions during the meeting. AA agreed to discuss with the Chairman response times as a possible agenda item at the next YF Meeting in July 2015. ACTION: to discuss with the Chairman response times as a possible agenda item at the next YF Meeting in July 2015	AA
5.	Chairman's Report PD confirmed that there is currently one YF vacancy in North Yorkshire. At this time, during the national election campaign, it is inappropriate to address the Lead Forum Member vacancy; therefore this will be addressed in due course. PD congratulated Rod Barnes on his substantive appointment as Chief Executive Officer and Dr Dave Macklin on his appointment as Executive Director of Operations. PD congratulated John Nutton on his substantive appointment as Non-Executive Director (NED). PD explained that there is a current NED Designate vacancy and asked YF Members to consider this or share with family/friends who may wish to learn more about the role. ACTION: AR to email the NED Designate Vacancy link to all YF Members.	AR
6.	Feedback from Forum Members on the Draft One Year Operating Plan 2015-16 presented by Alex Crickmar, Interim Executive Director of Finance & Performance and Dr Dave Macklin, Executive Director of Operations. PD thanked YF Members for their contribution and feedback. PD asked if anyone had any further comments about the Draft One Year Operating Plan 2015-16 to feedback to AR.	
7.	Staff Forum Update LM provided an update about the work achieved by the Staff Forum Members in developing multiple methods of engagement with staff. PD thanked all Staff	

	<p>Forum Members for their dedication and commitment in representing front line and support staff at YAS and commended the team on their engagement initiatives.</p>	
8.	<p>Membership Sub-Group Update including Membership Engagement Plan 2015/16; Progress - Video/Engagement Materials presented by Mark Wright, Staff Forum Member.</p> <p>YF Members welcomed the Membership Sub-Group update about the Video Toolkit and Media Boards. PD thanked all Sub-Group Members for their dedication and support with this project. An update on progress will be given at the next meeting in July when the first-cut videos should be available to the Forum for comment.</p> <p>MW presented the Membership Engagement Plan 2015/16 which was well received.</p> <p>APPROVAL: YF Members approved the Membership Engagement Plan for 2015/16</p>	
9.	<p>YAS Working Groups – Review Forum Members’ Representation</p> <p>AR asked YF Members to consider nominating themselves to join an existing working group within YAS. AR highlighted that RS had already nominated himself to join the Clinical Quality Group and many other YF Members had already nominated to work alongside her at one/more of the planned engagement events to promote key public health messages.</p> <p>AC and LM asked to be considered to join the Patient Experience Working Group.</p> <p>ACTION: PD asked that Clinical Quality Group Agenda be circulated to YF Members and there be an open invitation to attend.</p> <p>ACTION: PD asked that Steve Page be made aware that we have received nominations to join the Patient Experience Working Group.</p>	<p>AR</p> <p>AR</p>
10.	<p>YF Training & Development Plan – Review Progress Against Delivery of Final Items</p> <p>AA drew the Forum Members attention to the outstanding items which it had previously been agreed (October 2014) would be delivered by an appropriate Forum Member(s). She asked the Members to consider and feedback if they wanted to continue down this line or, were these issues no longer relative due to the time lapse.</p> <p>RH said that it was not relevant to him anymore.</p> <p>EM suggested contacting YF Members individually to gain a better understanding.</p> <p>ACTION: AA asked YF Members to contact AR if they have any outstanding training needs that they would like to discuss.</p>	<p>ALL</p>

11.	<p>Review and Feedback</p> <p>PD thanked everyone for attending today and thanked PC for providing a great venue.</p> <p>PC said the rationale behind today was to demonstrate the excellent joint working between the emergency services and how the Hazardous Area Respond Team (HART) is a significant component of YAS.</p> <p>The meeting was officially closed.</p>	
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FOR INFORMATION	
12.	Register of Declaration of Interests 2015-16
13.	Members' Expenses
14.	YAS Forum Meeting Attendance Record
10.	<p>Date, Time, Location of next meeting: 1700 – 1900, 14 July 2015 Mercure Hull Grange Park Hotel Grange Park Lane, Willerby, Hull, HU10 6EA</p>