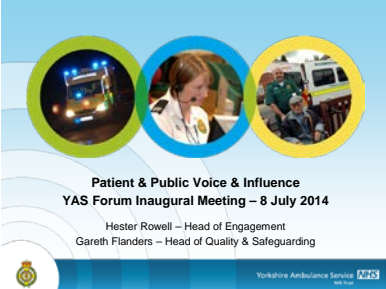




<b>Meeting:</b>	<b>Meeting of YAS Forum</b>	
<b>Date/Venue/Time:</b>	1700-1900 8 July 2014 The Holiday Inn, Barnsley Road, Dodworth, Barnsley, S75 3JT	
<b>Membership:</b>	<p>Della Cannings (DC)</p> <p>Ian Braithwaite (IB) Vacancy</p> <p>Reverend Tony Dutton (TD) Dennis Shaw (DS) Rod Spratley (RS)</p> <p>John Cunnington (JC) Vacancy</p> <p>John Egglestone (JE) Rob Higgie (RH) Stan Hardy (SH) Karamjeet Singh Virdee (KSV) Vacancy Vacancy</p> <p>Nicola Stamp (NS) Simon Talbott (ST) Mark Wright (MW) Vacancy</p> <p>Supt Pat Casserly (PC) Dawn Hanwell (DH)</p> <p>Cllr Arthur Hodgson (AH) 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>	John Egglestone (JE)	Public Constituency (West)
<b>In Attendance:</b>	<p>David Whiting (DW) Anne Allen (AA) Rod Barnes (RB)</p> <p>Ian Brandwood (IB) Andrea Broadway-Parkinson (ABP)</p>	<p>Chief Executive Officer Trust Secretary Deputy Chief Executive and Executive Director of Finance &amp; Performance Executive Director People &amp; Engagement YAS Expert Patient</p>

	Pat Drake (PD) Gareth Flanders (GF) Russell Hobbs (RH) John Nutton (JN) Steve Page (SP)  Ali Richardson (AR) Hester Rowell (HR) Barrie Senior (BS) Mary Wareing (MW)	Deputy Chairman and Non-Executive Director Head of Quality Executive Director of Operations Non-Executive Director Executive Director of Standards & Compliance Membership Manager Head of Stakeholder Engagement Non-Executive Director Non-Executive Director
<b>Note Taker:</b>	Ali Richardson (AR)	Membership Manager

<b>1.</b>	<p><b>Welcome and Introductions</b></p> <p>DC welcomed Members to the YAS Forum Inaugural Meeting. She thanked them for their interest and commitment, and stated that YAS looked forward to working with them.</p> <p>YAS Forum Members and Members of Public introduced themselves.</p>
<b>2.</b>	<p><b>Apologies/Declaration of Interests</b></p> <p>Apologies were received from John Egglestone, Pubic Constituency (West), Erfana Mahmood, Non-Executive Director, Dr Julian Mark, Executive Medical Director, Russell Hobbs, Executive Director of Operations and Dr Elaine Bond Non-Executive Director.</p> <p>DC asked Forum Members to declare if they had any declaration of interest. None were received.</p> <p>DC confirmed that James Hayward, Public Constituency (North) and Andrea Wolverson, Staff Constituency (Support) had both withdrawn from the YAS Forum due to personal reasons.</p>
<b>3.</b>	<p><b>Patient and Public Engagement Strategy, Priorities and Plans</b></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Please click to view the presentation.</p> </div> </div>

#### 4. Working together to develop YAS' Membership Strategy



Please click to view the presentation.

After the presentation YAS Forum Members and Members of Trust split into 3 groups to discuss and present 3 ideas of Membership engagement.

Group 3 – Rod Spratley  
Community Partnership  
Health watch  
Staff communicating with public

Group 1 – Ian Braithwaite  
Focus on vulnerable groups  
Collaboration with other organisations  
Engage with larger organisations/universities and Junior Membership  
I-phone application

Group 2 – Mark Wright  
Promote with people who do not use our service  
Junior Membership  
Community Forums.

DC suggested forming a Membership Sub-Group and invited Members to nominate themselves.

Rod Spratley, Ian Braithwaite, Stan Hardy, Rob Higgie, Mark Wright, Karen Kelly and Karamjeet Virdee nominated themselves.

**ACTION: AR to email Membership Sub-Group Members to arrange first meeting to prepare in draft form an Engagement Plan to present to YAS Forum at next meeting in October 2014.**

#### 5. YAS Forum Vacancies

AA explained that there were 5 YAS Forum vacancies available: 4 Public and 1 Staff and asked how Forum Members wished to proceed to filling these.

RH said that another election would be costly.

SH suggested identify skills gaps within the Forum and then identify individuals who could be approached to fill the vacancies.

AH suggested inviting members from Fire and Rescue.

SH said that we should stick with constituency areas rather than asking 3 North nominees to fill the West and East vacancies.

JM agreed saying we should keep the structure and integrity of the Forum to constituencies.

DC confirmed that we would approach North nominee to fill the North vacancy and keep vacancies in other areas. We would then co-opt in geographical boundaries.

	<p><b>ACTION: YAS Forum Members in East and West to email AR with expressions of interest to fill the vacancies.</b></p> <p><b>ACTION: AR to contact UK Engage (Independent Electoral Provider) for confirmation of North Yorkshire candidate with next highest number of votes and ask if they would like to fill the vacancy.</b></p>
6.	<p><b>Nomination of a Lead Member</b></p> <p>AA apologised to Forum Members if the title was confusing. AA suggested that Forum Members may like to get to know each other before a decision was made and suggested that Forum Members discuss a process for nominating a Lead Member.</p> <p>JM said that he did not understand how getting to know each other better would help to appoint a Lead Member.</p> <p>DC asked Forum Members to consider a process and what criteria, qualifications and skills were required to be a Lead Member.</p> <p>JC suggested emailing individual manifesto (100 words) stating why you would like to be the Lead Member and then Forum Members would vote electronically.</p> <p>AH asked Forum Members to consider the time implications involved before nominating themselves for the Lead Member role.</p> <p>DC said that in current Foundation Trust's the Lead Member generally is from the Public Constituency.</p> <p><b>ACTION: AR to email YAS Forum Members inviting nominations for Lead Forum Member role, ask them to vote electronically for their chosen candidate and feedback the results.</b></p>
7.	<p><b>Identification and Prioritisation of Future Agenda Items</b></p> <p>AA asked Forum Members to identify items that they would like to see during the next meeting. AA asked Forum Members to prioritise agenda items for forthcoming meetings.</p> <p>DC said that the YAS Forum Meetings were to develop business to take forward.</p> <p>JM confirmed that Forum Members were here to help YAS to better develop the service it provides. JM suggested two agenda items: How was YAS doing and what do Executive Directors believe are threats within the organisation?</p> <p>DC confirmed that we are an open and transparent organisation. We are aware of many challenges.</p> <p>SH suggested a Foundation Trust update.</p> <p>DC confirmed that the time frame is unknown at the moment. The Care Quality Commission (CQC) is due to do an inspection Q4 2014, but feels that this will be Q1 2015.</p> <p>SH said that Forum Members need to know how they can make a seamless transition when YAS becomes a Foundation Trust.</p> <p>IB highlighted that there are possibility only 5/6 meetings before YAS becomes a Foundation Trust. He suggested forming an Action Plan – what have we done?</p>

	DC said that in the interim we can work to make things happen now.
<b>8</b>	<p><b>To Receive: YAS Forum Terms of Reference</b></p> <p>AA confirmed that this was an opportunity for Forum Members to receive the YAS Forum Terms of Reference.</p> <p>Forum Members were happy to receive the Terms of Reference.</p> <p>DC explained that the Terms of Reference could be reviewed if there were any concerns.</p>
<b>9.</b>	<p><b>Training Needs Analysis / Training &amp; Development Plan: Update</b></p> <p>AA thanked Forum Members for completing the Training Needs Analysis Forms. Nineteen completed forms were received. AA confirmed that after all Forum Members had received their personal 1:1 with the Chairman she would contact individuals about taking their personal development forward.</p> <p>DC thanked Forum Members for completing their Training Needs Analysis Forms.</p>
<b>10</b>	<p><b>Equality and Diversity Strategy, Priorities and Plans</b></p> <p>DC explained that this paper was for information only. It was for raising awareness and asked Forum Members to sign up to it.</p>
<b>11</b>	<p><b>Review and Feedback</b> <b>Location and timing of next meeting</b></p> <p>DC asked if Forum Members were happy to have meetings in different locations. Forum Members agreed that they were.</p> <p>DC asked about the timing of meetings and Forum Members said that they preferred early evenings.</p> <p>DC asked Forum Members to review the Inaugural Meeting.</p> <p>Both KK and IB said that the interaction in group sessions was very good and worked well.</p> <p>DC thanked Forum Members for commenting on the Press Release.</p> <p><b>ACTION: Agreed early evening and to move location.</b></p>
<b>12</b>	<p><b>Date of next meeting:</b> 7 October 2014 – 5.00 till 7.00 pm Thorpe Park Hotel &amp; Spa 1150 Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB</p>