



MEETING NOTES

Meeting:	Meeting of YAS Forum	
Date/Venue/Time:	<p>OPEN TO THE PUBLIC 12 January 2016 at 1700-1900 Hilton Sheffield Hotel Victoria Quays, Furnival Road, Sheffield, S4 7YB</p> <p>YAS Forum Members Only: 1400 – 1600 – First Aid Awareness Training 1600-1700 – Networking / Light Refreshments</p>	
Membership:	<p>Della Cannings (DC)</p> <p>Edwina Shachar (ES) Cllr John Batt (JB)</p> <p>Dennis Shaw (DS) Rod Spratley (RS) Vacancy</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>Trust 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:	Bob Kirkton (BK) Cllr Lyn Healing (LH) Dawn Hanwell (DH) Dennis Shaw (DS) Ash Choudray (AC)	Director of Strategy & Business Development, Barnsley Hospital NHS FT East Riding of Yorkshire Council Chief Financial Officer, Leeds and York Partnership NHS FT Public Constituency (South) Public Constituency (West)
In Attendance:	Rod Barnes (RB) Anne Allen (AA) Tony Alcock (TA) Don Buxton (DB) Martin Carter (MC) Stephen Forster (SF) Kez Hayat (KH) Erfana Mahmood (EM) Dr Julian Mark (JM) Steve Page (SP) Amarjit Kaur Virdee (AV)	Chief Executive Trust Secretary Foundation Trust Public Member Community and Commercial Education Trainer Interim Communications & Engagement Advisor Foundation Trust Public Member Head of Diversity and Inclusion Non-Executive Director/Senior Independent Director Executive Medical Director Executive Director for Standards and Compliance Foundation Trust Public Member
Note Taker:	Ali Richardson (AR)	Membership Manager

No.	Description	Action
1.	Welcome and Introductions. The Chairman welcomed everyone to the YAS Forum (YF) Meeting and introductions were made by all present. The Chairman specifically welcomed Kez Hayat to the meeting and provided an overview of his role as YAS' Head of Diversity and Inclusion, including the need for the Trust to further engage with the wider Membership and to be representative of the communities that we serve.	
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 October 2015. RECEIVED: The minutes of the last meeting held on 13 October 2015 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: Including questions from YF Members. The Chairman explained that winter had been a challenging time for YAS and this was compounded with the Christmas floods. She	

praised staff for the tremendous work achieved under the leadership of the Chief Executive and Executive Team.

JC asked if the Hazardous Area Response Team had been given extra responsibilities during this period?

RB explained that they had been deployed to assist with the flooding in West Yorkshire and confirmed that staff's efforts were 'super human' with people working above and beyond their contracted hours. RB gave an example of an IT staff member, who had just returned back from holiday to find their own house flooded and worked a ten hour shift to help support colleagues.

JC praised the staff's great work and asked if we could capitalise on these positive scenarios and raise YAS' profile in the press and media.

The Chairman thanked JC for his comments and explained that whilst we provide local/national media with positive stories we have no control over what is printed.

RS asked if any lessons had been learned in terms of resilience?

The Chairman explained that YAS follows set national and regional procedures. Formal debriefs included learning and actions shared with the Trust Board at meetings in Public and these are shared with staff and YF Members.

The Chairman talked about the Executive Team and explained that there was a Director of human resources' vacancy. Pending recruitment to the substantive role, YAS has appointed Roberta Barker as Interim Director of Human Resources & Organisational Development who will start on 1 February 2016.

She confirmed that YAS has also advertised to substantially appoint an Executive Director of Finance.

The Chairman explained that three Non-Executive Director (NEDs) roles are coming to the end of their tenure (May 2016 – one role and September/October 2016 – two roles). The process will involve asking if the relevant NEDs wish to stand again and if so the Trust Board will seek their re-appointment in conjunction with the Trust Development Authority through which NEDs' appointments are made.

The Chairman explained she had attended the NHS Improvement Conference with the Chief Executive, where information was provided about merging Monitor and the Care Quality Commission (CQC) into one organisation named NHS Improvement, commencing 1 April 2016. She believed that this will help the NHS to deliver sustainable services to local communities.

The Chairman also confirmed that no definitive information had been provided regarding YAS becoming a Foundation Trust. DC explained that although YAS is financially sustainable it is still not

	<p>meeting national A&E performance targets for Red 1 and Red 2 calls, and there are challenges around work practises that still need to be resolved.</p> <p>SH asked if the criteria to become a FT have been decided?</p> <p>The Chairman explained that fundamentally the process will not change. The key areas will still be quality of patient care, outcomes and financial sustainability.</p> <p>The Chairman thanked JB for standing in the Lead Forum Member Election and noted there were two excellent candidates. She explained that it was important to take forward how to utilise RS' skills within the YF.</p> <p>The Chairman explained that the Ridings Winter Roadshow (pop-up shop) had been well received during November 2015 in Wakefield and had attracted much interest from the public and Members.</p> <p>SH congratulation AR and the team for their efforts in making the Winter Roadshow a success and complimented the Restart a Heart Team for their professionalism. On behalf of the Lord Lieutenant of West Yorkshire he wished to note that it was an outstanding programme.</p> <p>The Chairman thanked SH for his kind comments and confirmed that nationally the aim was for the Restart a Heart Campaign to teach 100,000 school children life-saving skills in 2016 working alongside other partners to achieve this.</p>	
<p>6.</p>	<p>YF Lead Member Report: Including questions from YF Members.</p> <p>JB explained that the Lead Forum Member role was a very busy one and thought it would be useful to have a deputy. Following on from the democratic election process RS had accepted the role and Forum Members congratulated him.</p> <p>JB confirmed that plans were in place to jointly meet with Public Forum Members during February 2016. JB asked Forum Members to think about their strengths/abilities and what they can individually bring to the forum and community roadshow events.</p> <p>JB explained that the future Forum meetings will include break-out sessions, whereby sub-committees will discuss various topics and feedback to the larger group. JB asked Forum Members to consider appropriate subjects to discuss.</p> <p>JB explained that five YF Members attended a free first aid awareness training course provided by Don Buxton, Community and Commercial Education Trainer. JB confirmed that it was a great course and encouraged YF Members to promote this within their local communities.</p>	

	<p>JB concluded by saying he was looking forward to working with YF Members.</p> <p>ES asked if free First Aid Training was accessible to members who work.</p> <p>DB explained that he can provide the free first aid awareness training course during the day, evening and weekends to accommodate everyone.</p>	
<p>7.</p>	<p>Update: Care Quality Commission (CQC) Action Plan and Freedom to Speak up: Including questions from YF Members by Steve Page, Executive Director for Standards and Compliance.</p> <p>RH asked for further information regarding the Resilience Team rating applied by the CQC.</p> <p>SP explained that YAS had not expected to be rated in this area. Nevertheless, CQC found out of date clinical consumables which should not have been on vehicles and which were immediately replaced</p> <p>RS said that YAS had learned from the CQC inspection and robust measures to preclude reoccurrence had been put in place. It was important that YAS got the core activity correct.</p> <p>SP explained that the CQC had less experience of inspecting Ambulance Trusts compared to Hospital Trusts.</p> <p>ES asked if CQC noted service user comments.</p> <p>SP confirmed they did, alongside speaking with members of the public.</p>	
<p>8.</p>	<p>Staff Forum Update: Including questions from YF Members by Mark Wright, Front-line Staff Forum Member.</p> <p>MW highlighted key points from the Staff Forum Member Update Paper and confirmed that the Staff Forum is looking forward to working with KH to strengthen network contacts.</p> <p>DC thanked the Staff Forum Members for their work, explaining that it was important for the YF to receive regular updates.</p> <p>JB asked if public members could view the new ambulance demonstrator vehicle available over the next few days.</p> <p>LM explained that the vehicle will be present at Unit M, Yorkshire Ambulance Service, Wakefield, WF2 0XQ until 14 January 2016, whereby public members were welcome to come and view it. LM apologised for the short notice and asked public members to email AR to confirm their attendance.</p>	

9.	<p>West Yorkshire Urgent and Emergency Care Network Vanguard Programme by Dr Julian Mark, Executive Medical Director.</p> <p>The Chairman explained the West Yorkshire Vanguard is one of eight national pilots. The aim is to work out any obstacles and develop good practises, and relay the model across the region.</p> <p>JM agreed with the Chairman and explained the Vanguard vision is to take good practises and develop them in new areas.</p> <p>KV questioned what SRG stood for?</p> <p>JM confirmed it was System Resilience Groups who are responsible for the development of urgent and emergency care health service solutions across the regional economy.</p>	
10.	<p>Public Engagement Updates: Including Questions from YF Members from Ali Richardson, Membership Manager.</p> <p>AR gave a brief update on the Ridings Winter Roadshow in Wakefield and confirmed that she would forward Members the case study for more detailed information. AR explained that plans are in place to replicate the Ridings Winter Roadshow in Bradford, followed by York, Hull and Sheffield. AR confirmed that she is doing lots of partnership working with KH.</p> <p>AR thanked YF Members for supporting the Ridings Winter Roadshow and was looking forward to working with everyone during 2016.</p> <p>ACTION – circulate the Ridings Winter Roadshow Case Study.</p>	AR
11.	<p>YAS' Communications & Engagement Strategy: Including questions from YF Members by Martin Carter, Interim Communications and Engagement Advisor.</p> <p>MC outlined that the Trust already had a Communications and Engagement Strategy but this required to be updated to ensure it encompassed working with partners, not just across YAS, but regionally and nationally as well. He gave a short presentation which outlined the Trust's future approach to engagement and communication particularly internally with staff which was felt to be the priority. The Trust's current external engagement was believed to be of a good standard currently with scope for further improvement in future.</p> <p>The Chairman asked for YF Member feedback regarding the presentation and the proposed 'stakeholder panels' approach to engagement.</p> <p>JM confirmed that the panels approach is labour intensive acknowledging that it is important to listen and act upon feedback in a timely and supportive manner.</p>	

	MC agreed that roll-out of the new panels approach will be labour intensive initially however the information gained will be of great value to inform the Trust's decisions in future. In addition, every panel meeting will generate two/three positive media opportunities.	
12.	Review and Feedback The YF supported JB's suggestion to have break-out opportunities at future YF Meetings.	
13.	Register of Declaration of Interests 2015-2016 ACTION – YF Members to notify AR to update the Register of Declaration of Interests if appropriate.	All
14.	Members' Expenses ACTION - YF Members to notify AR if they have concerns about their expenses claims.	All
15.	YAS Forum Meeting Attendance Record For information only.	
16.	YAS Working Groups For information only.	
17.	Date, Time, Location of next meeting: 1700 – 1900, 17 May 2016 Cedar Court Hotel, Denby Dale Road, Wakefield, WF4 3QZ	