



MEETING NOTES

Meeting:	Meeting of YAS Forum	
Date/Venue/Time:	<p>OPEN TO THE PUBLIC 1600-1800, Tuesday 17 January 2017</p> <p>Kirkstall & Fountains Meeting Room, Yorkshire Ambulance Service NHS Trust, Trust Headquarters, Springhill 2, Brindley Way, Wakefield 41 Business Park, Wakefield, WF2 0XQ</p> <p>YAS Forum Members Only: 1500-1600 – Networking / Light Refreshments and tour of new style operational ambulance – lead by Lee Murphy.</p>	
Membership:	<p>Kathryn Lavery (KL)</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 Choudry (AC) Rob Higgie (RH) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV) Vacancy</p> <p>Lee Murphy (LM) Simon Talbot (ST) Mark Wright (MW) Olivia Eames (OE)</p> <p>Supt Pat Casserly (PC) To be confirmed Cllr Nigel Wilkinson (NW) Bob Kirkton (BK)</p> <p>To be confirmed</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 Leeds and York Partnership NHS FT East Riding of Yorkshire Council Director of Strategy & Business Development, Barnsley Hospital NHS FT Sheffield City Council</p>

Apologies:	Leaf Mobbs (LM) Rob Higgie (RH) Andrea Broadway-Parkinson (ABP) Kez Hayat (KH) Dennis Shaw (DS) Ash Choudry Anne Allen (AA)	Director of Business Development Public Constituency (West) YAS Expert Patient Head of Diversity and Inclusion Public Constituency (South) Public Constituency (West) Trust Secretary
In Attendance:	Rod Barnes (RB) Steve Page (SP) Erfana Mahmood (EM) Anne Allen (AA) Ali Richardson (AR) Lee Pearman (LP) Jock Crawford (JC) Michelle Thompson (MT) Don Buxton (DB)	Chief Executive Executive Director of Quality, Governance & Performance Assurance Non-Executive Director Trust Secretary Community Engagement Manager Director Mondo Weirdo Media Limited YAS Freedom to Speak Up Guardian Senior Communications Officer Community and Commercial Education Trainer
Note Taker:	Ali Richardson (AR)	Community Engagement Manager

No.	Description	Action
1.	Welcome and Introductions RB welcomed everyone to the meeting and introductions were made. RB explained that the Chairman would be joining the YAS Forum Meeting later.	
2.	Apologies/Declaration of Interests Apologies were noted and no Declaration of Interest was noted.	
3.	To Receive: Notes of the last meeting held on 11 October 2016 and Action Log RECEIVED: The minutes of the last meeting held on 11 October 2016 were accepted as an accurate record of the meeting.	
4.	Questions From the Public There were no questions asked.	
5.	Chairman's Report: Including Questions from YAS Forum Members KL acknowledged that the NHS is facing difficult financial times and YAS was no different. She continued in her role to develop the Board of Directors and has today held interviews for the role of Associate Non-Executive Director.	

	<p>KL welcomes forum members to the Public Board Meetings and encourages them to talk to her either by email or telephone to discuss any issues or concerns. She is also happy to further one to one discussions with forum members if they wish.</p> <p>ACTION: AR to circulate KL email address and personal mobile number to YAS Forum Members.</p> <p>RS reiterated that it is important that all forum members work together and provide input to the draft Terms of Reference by contacting himself or JB with comments.</p> <p>KL suggested forum members arrange a meeting with herself and AA once they have re-drafted the Terms of Reference. This meeting needs to take place before the next YAS Forum meeting in April 2017 to allow the document to be presented at the next meeting.</p> <p>ACTION: JB/RS to arrange a meeting with KL and AA to present the Terms of Reference before 20 April 2017.</p> <p>JC discussed the location of the YAS Forum and Board meetings explaining that they were not accessible to all. KL explained that the Board Meetings are held at YAS HQ to reduce costs but is happy to hold YAS Forum Meetings across the region.</p> <p>ACTION: AR to email YAS Forum Members to ask if they can suggest local community venues to host future meetings.</p> <p>JC thanked AR for publicising all future YAS Forum Pre-Meets.</p> <p>KL asked Forum Members not to speak with reporters without the prior knowledge of YAS Corporate Communications following the recent publication in a South Yorkshire newspaper. Forum Members were issued with the YAS Media Enquiry Telephone number (24 hour service) and asked to make contact appropriately.</p>	<p>AR</p> <p>JB/RS</p> <p>AR</p>
<p>7.</p>	<p>Critical Friends' Network Update presented by Steve Page, Executive Director of Quality, Governance & Performance Assurance</p> <p>SP explained that the CFN was a group of people who have had direct experience of YAS' services within the past two years and representative of diversity, disability, ethnicity and age and will complement the role of Andrea Broadway-Parkinson, YAS Expert Patient.</p> <p>The intention was to engage members of the CFN on a range of specific developments to support design and evaluation of specific aspects of care.</p> <p>The CFN will consist of 15 people initially with the ability to grow this further.</p> <p>JB supported the project and said it was a good initiative.</p>	

	<p>JC believes that there is a degree of overlap with the role of YF members and wanted to register his reservations. SP acknowledged that there is some overlap, but that the roles were essentially complementary with the key focus of the Forum on public engagement, and CFN on engagement development of patients in relation to specific aspects of care. He suggested that he could provide a periodic update to the Forum on the activity of the CFN, to provide an opportunity to influence the CFN work programme. This was welcomed by the Forum.</p> <p>SP explained that both the Critical Friends' Network (CFN) and YAS Forum had integral roles and form part of the Trust's engagement programme.</p> <p>YAS Forum Members also have the potential to become a CFN, or nominate someone who has had direct experience of YAS' services. SP invited members to contact him if they wished to be part of the CFN.</p> <p>On a separate subject, SP explained that there was a vacancy on the Clinical Quality Development Group and asked if any forum member would be interested in joining.</p> <p>ACTION: YAS Forum Members to notify AR if you wish to join the Clinical Quality Development Group.</p> <p>If YAS Forum Members have any further questions about the CFN please can they contact Steve.Page@yas.nhs.uk</p>	<p style="text-align: center;">AR</p>
<p>8.</p>	<p>YAS Forum Video Toolkit: Including feedback and questions from YAS Forum Members</p> <p>The Forum Members watched five videos and provided valuable feedback.</p> <p>The remaining two videos will be showcased on Tuesday 8 February 2017 at YAS HQ, 12 till 2 pm.</p> <p>ACTION: Please confirm you attendance by contacting AR.</p>	<p style="text-align: center;">YAS Forum Members</p>
<p>9.</p>	<p>Review and Feedback</p> <p>RB thanked OE for all her hard work and acknowledged that this was her last YAS Forum Meeting before she goes on maternity leave. The Forum wished her all the very best.</p> <p>RB thanked MW for his contribution in the Blue Light Walk last year and explained that he had presented him with the Chief Executive's Commendation Award. The Forum applauded MW for his dedication and contribution.</p> <p>KL thanked all for attending and wished everyone a safe journey home.</p>	

10.	Register of Declaration of Interests 2016/17 ACTION – YF Members to notify AR to update the Register of Declaration of Interests if appropriate.	All
11.	YAS Forum Meeting Attendance Record For information only.	
12.	YAS Working Groups For information only.	
13.	Date, Time, Location of next meeting: Thursday 20 April 2017 NHS 111, Yorkshire Ambulance Service, Callflex Business Park, Wath Upon Dearne, S63 7EF. 1500 – 1600 – Networking 1600 – 1800 – YAS Forum Meeting.	