



**AGENDA**

<b>Meeting:</b>	<b>Meeting of YAS Forum</b>	
<b>Date/Venue/Time:</b>	<b>OPEN TO THE PUBLIC</b> <b>1600-1800, Thursday 20 April 2017</b>  <b>NHS 111, Yorkshire Ambulance Service, Callflex Business Park, Wath Upon Dearne, S63 7EF.</b>  <b>YAS Forum Members Only:</b> <b>1500-1600 – Networking</b>	
<b>Membership:</b>	Kathryn Lavery (KL)  Edwina Shachar (ES) Cllr John Batt (JB)  Dennis Shaw (DS) Rod Spratley (RS) Simon Pugh (SPu)  John Cunnington (JC) Vacancy  Ash Choudray (AC) Rob Higgie (RH) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV) Vacancy  Lee Murphy (LM) Simon Talbot (ST) Mark Wright (MW) Olivia Eames (OE)  Supt Pat Casserly (PC) To be confirmed Cllr Dave Tucker (DT) Bob Kirkton (BK)  To be confirmed	<b>Trust Chairman</b>  <b>Public Constituency (North)</b> <b>Lead Forum Member</b>  <b>Public Constituency (South)</b>  <b>Public Constituency (East)</b>  <b>Public Constituency (West)</b>  <b>Staff Constituency (Front-line)</b>  <b>Staff Constituency (Support)</b>  <b>Appointed Members</b> Police Leeds and York Partnership NHS FT East Riding of Yorkshire Council Director of Strategy & Business Development, Barnsley Hospital NHS FT Sheffield City Council
<b>Apologies:</b>	Erfana Mahmood (EM) Rob Higgie (RB)	Non-Executive Director Public Constituency (West)

	<p>Cllr Dave Tucker (DT) Edwina Shachar (ES) Bob Kirkton (BK)</p> <p>Dennis Shaw (DS) Simon Talbot (ST) Olivia Eames (OE) Supt Pat Casserly (PC) Erfana Mahmood (EM)</p>	<p>East Riding of Yorkshire Council Public Constituency (North) Director of Strategy &amp; Business Development, Barnsley Hospital NHS FT Public Constituency (South) Staff Constituency (Front-line) Staff Constituency (Support) Police Non-Executive Director</p>
<b>In Attendance:</b>	<p>Rod Barnes (RB) Anne Allen (AA) Jock Crawford (JC) Gavin Day (GD)</p> <p>Chris Dexter (CD)</p> <p>Gill Hart (GH)</p> <p>Dave Jones (DJ) Steve Page (SP)</p> <p>Ali Richardson (AR)</p>	<p>Chief Executive Trust Secretary Freedom to Speak Up Guardian Head of Organisation, Development and Learning Managing Director of Patient Transport Service (PTS) Associate Director Communications and Engagement Community Defibrillation Officer Executive Director of Quality, Governance &amp; Performance Assurance Community Engagement Manager</p>
<b>Note Taker:</b>	Ali Richardson (AR)	Community Engagement Manager

No.	Description	Action
1.	<p><b>Welcome and Introductions</b></p> <p>KL welcomed everyone to the meeting.</p>	
2.	<p><b>Apologies/Declaration of Interests</b></p> <p>Apologies were noted and no Declaration of Interest was received.</p>	
3.	<p><b>To Receive: Notes of the last meeting held 17 January 2017 &amp; Action Log</b></p> <p><b>APPROVED: The minutes of the last meeting held on 17 January 2017 were accepted as an accurate record of the meeting. The Action Log was updated accordingly.</b></p>	
4.	<p><b>Patient Transport Service (PTS): Service Transformation Programme Update</b></p> <p>CD gave a presentation on the Service Transformation Programme.</p> <p>JB asked why a vehicle taking four different patients to separate appointments, on the same day were then only taking one or two patients back home.</p>	

	<p>CD explained that it was difficult to answer fully without knowing the full situation but recognised that PTS need to be more cost efficient. The Trust does not want any patient to be left waiting after their appointment or discharge from hospital. CD confirmed that Discharge Lounges are available to patients to ensure they are in a safe environment until they are taken home.</p> <p>JC supported the Trusts' initiative in making a courtesy call to the patient prior to their hospital appointment to ensure all the recorded information was correct. JC asked if the Trust had considered an automated text messaging service.</p> <p>CD confirmed that the Trust had but unfortunately the response was not very good.</p> <p>JC asked if a cost benefit analysis had been undertaken and if so would he be happy to share the findings with the YAS Forum?</p> <p>CD confirmed that he was in the process of collating the data and was working closely with the Commissioners. CD was happy to share his findings with the YAS Forum once they were available.</p> <p><b>ACTION: To share the PTS cost benefit analysis with the YAS Forum.</b></p>	<p style="text-align: center;"><b>CD</b></p>
<p><b>5. Chairman's Report</b></p>	<p>The Chairman confirmed that it would continue to be a challenging year for the organisation. The Trust is currently in surplus and only one of four across the country. The Trust fully intends to stay in surplus but this a big challenge.</p> <p>The Trust has appointed a new Director of Finance and interviews for the Director of Workforce position will be held in May 2017.</p> <p>The Trust has appointed two new Associate Non-Executive Directors.</p> <p>No questions were asked.</p>	
<p><b>6. Lead Member's Report</b></p>	<p>With reference to the draft Terms of Reference, JB said that he wanted to ensure that the elected Members are effective and represent the people who elected them.</p> <p>No questions were asked.</p>	
<p><b>7. Staff Forum Update</b></p>		

	<p>LM highlighted key points from the Staff Forum Update Paper.</p> <p>JS asked who can join the Staff Responder Scheme?</p> <p>LM confirmed that any YAS employee can be part of the scheme.</p>	
<p><b>8.</b></p>	<p><b>YAS Forum Terms of Reference Update</b></p> <p>The Chairman confirmed that a meeting had taken place between herself, JB, RS, SP, RB and AA to discuss the Terms of Reference.</p> <p>The Chairman explained the necessity for Forum members to talk to their communities, to gain knowledge and feed this back into the organisation. The Chairman confirmed that there were certain requests for change that she was simply unable to action as the legislation precluded this. The Chairman asked that the Forum members decide if they still want to be volunteers for the Trust.</p> <p>JB said that there needed to be a feeling of satisfaction from the role.</p> <p>SP asked what the next stage was.</p> <p>AA confirmed that, as agreed at the above meeting and after listening to all the feedback, a revised Terms of Reference will be distributed by Friday, 28 April to JB, RS and SPu for them to engage with the wider YAS Forum membership and provide feedback at the next meeting on 20 July 2017.</p> <p><b>ACTION: Circulated revised Terms of Reference to JB, RS and SP by 28 April 2017.</b></p>	<p><b>AA</b></p>

<p>9.</p>	<p><b>YAS' Consultation on the Draft Updated Purpose, Vision and Values</b></p> <p>GD gave a presentation on the draft Updated Purpose, Vision and Values Consultation.</p> <p>JC said that it was a good idea to have values and he suggested two more: care of the environment and safety for others.</p> <p>GD thanked JC for his feedback and said that perhaps they could be incorporated into the wider framework, rather than increasing the number of values. He explained that the Trust want the values to be memorable and for staff members to fully understand what they mean.</p> <p>DJ asked if GD was engaging with volunteers for feedback.</p> <p>GD confirmed that his department was.</p> <p>SP said that it was a great piece of work and suggested that behaviour was attached to ownership. He asked if they would feed into future job descriptions.</p> <p>GD thanked SP for his feedback and confirmed that they would.</p> <p>RB said that it was important that the Trust recognise staff members who are doing excellent work. The updated visions and values will be embedded into the 'We Care' Awards. RB agreed to update the Forum when Phase 1 and Phase 2 of the consultation were completed.</p> <p>GD invited Forum members to complete a consultation form to provide valuable feedback for the project.</p> <p><b>ACTION: Provide an update on the Draft Updated Purpose, Vision and Value Consultation.</b></p>	<p style="text-align: right;"><b>GD</b></p>
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10	<p><b>YAS' Action Plan in Response to the Care Quality Commission Findings of the Inspections Held Sep/Oct 2016</b></p> <p>SP provided an update on the Care Quality Commission inspections of the Trust which took place in September and October 2016.</p> <p>SP confirmed that the Trust received a positive outcome, with a summary rating of Good in all areas. He explained that the Patient Transport Service still requires improvement.</p> <p>SP explained that the Care Quality Commission Summit will be taking place on 24 April 2017 with a broad spectrum of stakeholders and to which Forum representation had been invited.</p> <p>SP agreed to provide further updates to the YAS Forum.</p> <p><b>ACTION: Provide further CQC updates to the forum.</b></p>	SP
11	<p><b>Community First Responder (CFR) Update</b></p> <p>DJ and JS gave a presentation about the Community First Responder Scheme and the role of a CFR.</p> <p>DJ invited forum members to promote the scheme to family and friends.</p>	
12	<p><b>Community Engagement Update</b></p> <p>AR provided an update on community engagement explaining that the YAS Forum Video Toolkit was to receive final sign off by 27 April 2017.</p> <p>AR thanked YAS Forum Members who had already committed to supporting various community engagement events and asked remaining members to confirm their attendance as soon as practicable.</p> <p><b>ACTION: Confirm attendance at community engagement events.</b></p>	YAS Forum Members
13	<p><b>Review and Feedback</b></p> <p>KL thanked all for attending and wished everyone a safe journey home.</p>	
14	<p><b>Register of Declaration of Interests for the Financial Year 2016/17</b></p> <p><b>ACTION – YF Members to notify AR to update the Register of Declaration of Interests if appropriate.</b></p>	YAS Forum Members
15	<p><b>Members' Expenses</b></p>	

	For information only.	
<b>16</b>	<b>YAS Forum Meeting Attendance Record</b>  For information only.	
<b>17</b>	<b>YAS Working Groups</b>  For information only.	
<b>18</b>	<b>Date, Time, Location of next meeting:</b> <b>Thursday 20 July, 1600 – 1800</b> <b>Endeavour Learning and Skills Centre, Beverley Road, Hull, HU3 1UR</b>  <b>1500 – 1600 – Networking</b> <b>1600 – 1800 – YAS Forum Meeting.</b>	