



MEETING NOTES

Meeting:	Meeting of YAS Forum		
Date/Venue/Time:	OPEN TO THE PUBLIC 1600-1800, Tuesday 17 January 2017 Kirkstall & Fountains Meeting Room, Yorkshire Ambulance Service NHS Trust, Trust Headquarters, Springhill 2, Brindley Way, Wakefield 41 Business Park, Wakefield, WF2 0XQ YAS Forum Members Only: 1500-1600 – Networking / Light Refreshments and tour of new style operational ambulance – lead by Lee Murphy.		
Membership:	Kathryn Lavery (KL)	Trust Chairman	
	Edwina Shachar (ES) Cllr John Batt (JB)	Public Constituency (North) Lead Forum Member	
	Dennis Shaw (DS) Rod Spratley (RS) Simon Pugh (SP)	Public Constituency (South)	
	John Cunnington (JC) Vacancy	Public Constituency (East)	
	Ash Choudry (AC) Rob Higgie (RH) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV) Vacancy	Public Constituency (West)	
	Lee Murphy (LM) Simon Talbot (ST) Mark Wright (MW)	Staff Constituency (Front-line)	
	Olivia Eames (OE)	Staff Constituency (Support)	
	Supt Pat Casserly (PC) To be confirmed Cllr Nigel Wilkinson (NW) Bob Kirkton (BK) To be confirmed	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	

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.	

KL is currently liaising with AR about community engagement events, particularly Hull and East Yorkshire. She is looking forward to 2017 and recognised that YAS is a great team, working together to deliver a first class service in challenging times. KL continues to have one to one meetings with YAS Forum Members. DT offered his help with engagement events in East Yorkshire. AR ACTION: AR to liaise with DT about community engagement events in East Yorkshire, working with East Riding of Yorkshire Council. SH asked about the Emergency Tri-Services Collaboration Board and working in partnership with West Yorkshire Police. PC confirmed that he would welcome this approach and hoped there was an opportunity to work together. **RB** ACTION: RB to liaise with Dr David Macklin about joint partnership working with West Yorkshire Police. BK acknowledged the great service that YAS offered over the Christmas Period at Barnsley NHS Trust. KL thanked BK for his feedback. KL highlighted that YAS had been working with partnership organisations including Police and Fire recently with adverse weather conditions and flooding in parts of the region. She thanked our volunteers and Community First Responders for their support and dedication. RB informed the YAS Forum that the CQC Report from the inspections undertaken in 2016 would be received within the next two weeks. Lead Member's Report: Including feedback from YAS Forum **Draft Updated Terms of Reference and questions from YAS Forum Members** RS highlighted that the YAS Forum Pre-Meet was a valuable meeting which enabled the group to discuss the draft Terms of Reference in detail. He explained that the role of a forum member was to be involved in meaningful engagement and to educate the public about appropriate usage of the health service and taking responsibility for their own actions. He confirmed that their involvement was valuable in helping YAS to find solutions to increasing demand for services and promote YAS in the

KL confirmed that her own personal vision and values were to use the YAS Forum Members within the organisation. She explained that it is not possible for two members to sit on the Trust Board, but they are more than welcome to apply for any arising vacancies through the normal process.

6.

community.

KL welcomes forum members to the Public Board Mee encourages them to talk to her either by email or telep discuss any issues or concerns. She is also happy to to one discussions with forum members if they wish.	hone to
ACTION: AR to circulate KL email address and pe mobile number to YAS Forum Members.	rsonal AR
RS reiterated that it is important that all forum member together and provide input to the draft Terms of Refere contacting himself or JB with comments.	
KL suggested forum members arrange a meeting with AA once they have re-drafted the Terms of Reference meeting needs to take place before the next YAS Ford April 2017 to allow the document to be presented at the 20th.	. This in meeting in
ACTION: JB/RS to arrange a meeting with KL and present the Terms of Reference before 20 April 20	
JC discussed the location of the YAS Forum and Boar explaining that they were not accessible to all. KL exp the Board Meetings are held at YAS HQ to reduce coshappy to hold YAS Forum Meetings across the region.	plained that sts but is
ACTION: AR to email YAS Forum Members to ask suggest local community venues to host future me	
JC thanked AR for publicising all future YAS Forum Pr	re-Meets.
KL asked Forum Members not to speak with reporters prior knowledge of YAS Corporate Communications for recent publication in a South Yorkshire newspaper. For Members were issued with the YAS Media Enquiry Tenumber (24 hour service) and asked to make contact a	ollowing the orum lephone
7. Critical Friends' Network Update presented by Ster Executive Director of Quality, Governance & Perfo Assurance	<u> </u>
SP explained that the CFN was a group of people who direct experience of YAS' services within the past two representative of diversity, disability, ethnicity and age complement the role of Andrea Broadway-Parkinson, Patient.	years and and will
The intention was to engage members of the CFN on a specific developments to support design and evaluation aspects of care.	•
The CFN will consist of 15 people initially with the abilithis further.	ity to grow
JB supported the project and said it was a good initiati	ve.

	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.	AR
	SP explained that both the Critical Friends' Network (CFN) and YAS Forum had integral roles and form part of the Trust's engagement programme.	
	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.	
	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.	
	ACTION: YAS Forum Members to notify AR if you wish to join the Clinical Quality Development Group.	
	If YAS Forum Members have any further questions about the CFN please can they contact Steve.Page@yas.nhs.uk	
8.	YAS Forum Video Toolkit: Including feedback and questions from YAS Forum Members	
	The Forum Members watched five videos and provided valuable feedback.	
	The remaining two videos will be showcased on Tuesday 8 February 2017 at YAS HQ, 12 till 2 pm.	
	ACTION: Please confirm you attendance by contacting AR.	YAS Forum Members
9.	Review and Feedback	
	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.	
	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.	
	KL thanked all for attending and wished everyone a safe journey home.	

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.	