



**MEETING NOTES**

<b>Meeting:</b>	<b>Meeting of YAS Forum</b>	
<b>Date/Venue/Time:</b>	<p><b>OPEN TO THE PUBLIC</b>  <b>1700-1900, Tuesday 11 October 2016</b>  <b>Royal York Hotel, Station Road, York, YO24 1AA</b></p> <p><b>Ronnie Coutts, Non-Executive Director Chaired the YAS Forum Meeting</b></p> <p><b>YAS Forum Members Only:</b>  <b>1600-1700 – Networking / Light Refreshments</b></p>	
<b>Membership:</b>	<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 Choudray (AC) John Egglestone (JE) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV) Rob Higgie (RH)</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 David Tucker (DT) Bob Kirkton (BK)</p> <p>Vacancy</p>	<p><b>Trust Chairman</b></p> <p><b>Public Constituency (North)</b> <b>Lead Forum Member</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  Director of Strategy &amp; Business Development, Barnsley Hospital NHS FT  Sheffield City Council</p>

<b>Apologies:</b>	Kathryn Lavery (KL) Cllr John Batt (JB) John Cunnington (JC) Ash Choudry (AC) John Egglestone (JE) Stan Hardy (SH) Dawn Hanwell (DH)	Trust Chairman Lead Forum Member - North YAS Forum Member – East YAS Forum Member – West YAS Forum Member – West YAS Forum Member – West Appointed Forum Member
<b>In Attendance:</b>	Ronnie Coutts (RC) Rod Barnes (RB) Anne Allen (AA) Ali Richardson (AR) Leaf Mobbs (LM) Mrs Virdee (MV) Michelle Thompson (MT) Andrea Broadway-Parkinson (ABP) Richard Pilbery (RP)	Non-Executive Director Chief Executive Trust Secretary Membership Manager Director of Business Development Public Member Senior Communications Manager YAS Expert Patient  Research Paramedic
<b>Note Taker:</b>	Ali Richardson (AR)	Membership Manager

No.	Description	Action
1.	<b>Welcome and Introductions</b>  The Chairman welcomed everyone to the YAS Forum (YF) Meeting and introductions were made by all present. He welcomed Cllr Dave Tucker to YF as the newly Appointed Member representing East Riding of Yorkshire Council.	
2.	<b>Apologies/Declaration of Interests</b>  Apologies were noted and no Declaration of Interest was noted.	
3.	<b>To Receive: Notes of the last meeting held on 19 July 2016 and Action Log</b>  <b>RECEIVED: The minutes of the last meeting held on 19 July 2016 were accepted as an accurate record of the meeting.</b>	
4.	<b>Questions From the Public</b>  DT said there was a lot of media coverage in East Yorkshire regarding ambulance waiting times and rumours of Community First Responder (CFR) Scheme restructures taking place.  RB explained that there was a staff rota review taking place. We are experiencing challenges to meet demand especially in rural locations and we need to ensure that we are providing the correct resource coverage. RB confirmed that we have no organisational strategy to reduce the number of CFR Schemes in the region.	

	<p><b>ACTION: To ensure, where available that Wi-Fi facilities are made aware to the public.</b></p>	<p><b>AR/JL</b></p>
<p><b>5.</b></p>	<p><b>Lead Member’s Report: Including Questions from YAS Forum Members</b></p> <p>RS gave JB’s apologies for not being present at the meeting due to personal reasons. RS explained that the YAS Forum Pre-Meeting on 26 September 2016 at Fairfields, York had been a very pro-active one and was pleased to note that they would continue.</p> <p>RS asked YAS Forum to take copies of the YF Annual Report and distribute in local communities as appropriate.</p> <p>MV asked about the differences between the current YAS Forum Terms of Reference and the updated version.</p> <p>RC noted this and agreed to have a full discussion in Item 9.</p> <p>There were no individual questions for RS noted.</p>	
<p><b>6.</b></p>	<p><b>Staff Forum Update: Including Questions from YAS Forum Members</b></p> <p>LM provided an overview of the Staff Forum Paper.</p> <p>MW spoke about the Emergency Services Blue Light Walk and thanked RB for supporting the event.</p> <p>RC asked the Staff Forum about the Freedom to Speak Up (F2SU) Campaign highlighting that it was delivering the correct message. LM explained that early resolution to issues raised through F2SU is essential.</p> <p>MW provided an update about World Mental Health Day and how two members from the Blue Light Walk attended an event in London hosted by key members of the Royal Family including the Duke and Duchess of Cambridge and Prince Harry.</p>	
<p><b>7.</b></p>	<p><b>Engagement in Developing Strategy: Including Questions from YAS Forum Members</b></p> <div data-bbox="464 1715 903 2033" data-label="Image"> </div> <p>SP said that it was important to categorise priorities as aims.</p>	

	<p>LM confirmed that we are looking at the patient handover and turnaround time in Accident and Emergency (AE) Departments.</p> <p>MW explained that if crews are waiting longer than 20 minutes there is an escalation process to raise the concern.</p> <p>LM confirmed that there is a real effort made not to have crews sat waiting in AE Departments.</p> <p>BK confirmed that there is an IT link system which is a well-developed handover process. BK explained that YAS have a clear vision, but more needs to be done to communicate that to service users.</p> <p>PC explained that there is the expectation that the public sector will do more with less and unfortunately the culture is often to lay blame where things fall short of expectations. PC is clear on the need to collaborate more across organisations with a mature strategic objective across public sector providers.</p> <p>RB agreed that relationships are key in successful collaborative working and explained that YAS have a very good working relationship with West Yorkshire Police and other emergency services.</p> <p>RC welcomed comments from staff members. MW confirmed that when he started in post collaboration was very limited. Now it is much better and a great working asset.</p>	
8.	<p><b>Review YAS Forum Terms of Reference: Including Questions from YAS Forum Members</b></p> <p>AA discussed the content of the draft updated YAS Forum Terms of Reference and explained that the Chairman is absolutely committed to continuing the YAS Forum's profile as a key engagement group to outreach with staff and public.</p> <p>AA explained that the proposal was to continue with a Lead and appoint a Deputy Forum Member.</p> <p>RH asked about the terms of office. AA explained that these would be staggered between two and three years v to reduce the impact/disruption to the continuity of the Forum.</p> <p>The aim is to seek the views of YF members to the updated TOR before the next meeting on 17 January with a view to gaining approval of the Board on 31 January 2017.</p> <p><b>ACTION – YAS Forum Members to review the Terms of Reference and discuss at their next Pre-Meeting on 10 January 2017 at YAS HQ. Members who cannot attend this meeting are asked to feedback directly to either JB or RS via email.</b></p>	YF Members

	Cllr. John Batt Rod Spratley	
9.	<b>Review and Feedback</b>  RC said there was a wealth of knowledge around the table and thanked everyone for their contribution and attendance.	
10.	<b>Register of Declaration of Interests 2016/17</b>  <b>ACTION – YF Members to notify AR to update the Register of Declaration of Interests if appropriate.</b>	<b>All</b>
11.	<b>YAS Forum Meeting Attendance Record</b>  For information only.	
12.	<b>YAS Working Groups</b>  For information only.	
13.	<b>Date, Time, Location of next meeting:</b>  <b>17 January 2017</b> <b>Kirkstall and Fountains, Springhill 2, Wakefield, WF2 0XQ</b>  <b>** Please note new time**</b> <b>15.00 to 16.00 – Networking Session and viewing of new operational ambulance</b> <b>16.00 – 18.00 – YAS Forum Meeting</b>	