






Meeting:	Meeting of YAS Forum	
Date/Venue/Time:	1700-1900 7 October 2014 1150 Century Way, Thorpe Park, Leeds, Yorkshire LS15 8ZB	
Membership:	<p>Della Cannings (DC)</p> <p>Ian Braithwaite (IBr) Cllr John Batt (JB)</p> <p>Tony Dutton (TD) Dennis Shaw (DS) Rod Spratley (RS)</p> <p>John Cunnington (JC) Vacancy</p> <p>John Egglestone (JE) Rob Higgie (RH) Stan Hardy (SH) Karamjeet Singh Virdee (KSV) Vacancy Vacancy</p> <p>Nicola Stamp (NS) Simon Talbot (ST) Mark Wright (MW) Vacancy</p> <p>Supt Pat Casserley (PC) Dawn Hanwell (DH)</p>	<p>Trust Chairman</p> <p>Public Constituency (North)</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</p>
Apologies:	<p>Della Cannings (DC) Tony Dutton (TD) Rob Higgie (RH) Karen Kelly (KK) Cllr Arthur Hodgson (AH) John Mothersole (JM) Anne Allen (AA)</p>	<p>Trust Chairman Public (South) Public (West) Appointed Appointed Appointed Trust Secretary</p>
In Attendance:	<p>Pat Drake (PD) (Chairing) David Whiting (DW) Dr Elaine Bond (EB) Elaine Gibson Erfana Mahmood (EM) Steve Page (SP)</p>	<p>Deputy Chairman/Non-Executive Director Chief Executive Officer Non-Executive Director Head of Corporate Communications Non-Executive Director Executive Director of Standards &</p>

	Ali Richardson (AR) Mary Wareing (MW)	Compliance Membership Manager Non-Executive Director
Note Taker:	Ali Richardson (AR)	Membership Manager

No.	Description
1.	<p>Welcome and Introductions</p> <p>PD welcomed and introductions were made. PD welcomed JB and thanked him for becoming a YAS Forum Member representing North Yorkshire.</p> <p>PD asked Forum Members if meeting at 4.00 pm had been a useful exercise. Forum Members confirmed that it had been invaluable and gave them the opportunity to engage with each other in an informal setting. Forum Members asked that this continue with future meetings.</p>
2.	<p>Apologies/Declaration of Interests</p> <p>PD gave the apologies. No declarations of interest were noted.</p>
3.	<p>Notes of the last meeting held on 8 July 2014</p> <p>Forum Members were happy to receive the meeting notes from the Inaugural Meeting on 8 July 2014.</p>
4.	<p>Chairman's Report</p> <p>Mary Wareing has been re-appointed for 2 years as Non-Executive Director and Pat Drake has re-appointed for 3 years.</p> <p>Trust Board have received 40 credible applications for Executive Director of Operations post. Trust Board will shortlist and interviews will take place shortly.</p>
5.	<p>Media Awareness and Handling Presentation by Elaine Gibson, Head of Corporate Communications</p>  <p>ACTION: Provide YAS Forum Members with Corporate Communication contact details.</p>
6.	<p>Addressing the Vacancy Factor</p> <p>PD asked Forum Members to suggest various ideas about addressing the Public vacancies. DS suggested CVS for East and West Yorkshire. KV suggested Sunshine Radio station to provide diversity in Dewsbury.</p> <p>PD informed that there was no rush in electing a Lead Forum Member and members should be clear what the role entails and does a different election process need to be</p>

	<p>considered. PD asked that the item be brought forward to January 2015 Meeting as all members were not present. FM agreed with this approach.</p>
7.	<p>Membership Sub-Group Terms of Reference</p> <p>FM were happy to accept the Membership Sub-Group Terms of Reference.</p>
8.	<p>Draft Membership Recruitment & Engagement Plan presented by Ian Braithwaite, YAS Public Forum Member</p>  <p>PD congratulated Sub-Group Members for what they had achieved. SH thanked IB and AR for leading the group.</p> <p>PC asked for an electronic version of the presentation box to email to various colleagues.</p> <p>PD asked members to consider other sub-groups:</p> <ul style="list-style-type: none"> • Business • People and performance • Patient experience. <p>FM agreed to discuss this at next YF Meeting.</p> <p>ACTION: Provide email version for YAS Forum Members and prepare presentation boxes for distribution.</p>
9.	<p>Draft YAS Forum Training & Development Plan (<i>previously circulated</i>)</p> <p>PD asked if FM were agreeable to deliver specific training themselves and this was agreed in principle. PD asked if this could be discussed further at next YF Meeting.</p>
10.	<p>Role of the Care Quality Commission (CQC), Monitor and YAS Quality Committee presented by Steve Page, Executive Director of Standards and Compliance</p> 
11.	<p>Feedback on YAS Forum Members' Activities – All Members</p> <p>JE was concerned about staff morale and are staff FM able to deliver what was required. DW acknowledged this and confirmed that he was meeting with staff FM tomorrow.</p>
12.	<p>Review and Feedback</p> <p>FM confirmed that all presentations were very good and informative. PD asked FM to</p>

	contact Anne Allen directly if they had any issues regarding Agenda items 14 (Register of Declaration of Interests) and 15 (Working Within a Code of Conduct). PD thanked all members for attending and ended the meeting.
13.	Date, Time, Location of next meeting: 1700 – 1900, 13 January 2015 [location to be confirmed]