



MEETING NOTES

Meeting:	Meeting of YAS Forum	
	The Holiday Inn, Dodworth, Barnsley, S75 3JT	
Date/Venue/Time:	OPEN TO THE PUBLIC 13 October 2015 at 1700-1900	
	YAS Forum Members Only: 1530-1700 – Photographs / Networking / Light Refreshments	
Membership:	<p>Della Cannings (DC)</p> <p>Edwina Shachar (ES) Cllr John Batt (JB)</p> <p>Dennis Shaw (DS) Rod Spratley (RS) Vacancy</p> <p>John Cunnington (JC) Gavin Wray (GW)</p> <p>Ash Choudray (AC) John Egglestone (JE) Rob Higgie (RH) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV)</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 Lyn Healing (LH) Bob Kirton (BK)</p> <p>John Mothersole (MS)</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 Chief Financial Officer, Leeds and York Partnership NHS FT East Riding of Yorkshire Council Director of Strategy & Business Development, Barnsley Hospital NHS FT Chief Executive Officer, Sheffield City Council</p>
Apologies:	Della Cannings (DC) Mark Wright	Chairman Staff Constituency (Front-line)

	Olivia Eames (OE) John Egglestone (JE) Simon Talbott (ST) John Mothersole (JM) Stan Hardy (SH) Cllr Lynn Healing (LH) Gavin Wray (GW) Dawn Hanwell (DH)	Staff Constituency (Support) Public Constituency (West) Staff Constituency (Front-line) Appointed Member Public Constituency (West) Appointed Member Public Member (East) Appointed Member
In Attendance:	Rod Barnes (RB) Anne Allen (AA) Patricia Drake (PD) Erfana Mahmood (EM) Robert Toole (RDT)	Chief Executive Trust Secretary Non-Executive Director/Deputy Chairman Non-Executive Director/Senior Independent Director Interim Executive Director of Finance & Performance
Note Taker:	Ali Richardson (AR)	Membership Manager

No.	Description	Action
1.	Welcome and Introductions PD welcomed everyone to the YAS Forum (YF) Meeting and introductions were made by all present. PD officially welcomed Bob Kirton as the new Appointed YF Member representing Barnsley NHS FT Hospital.	
2.	Apologies/Declaration of Interests Apologies were noted and no Declaration of Interests was noted.	
3.	To Receive: Notes of the last meeting held on 14 July 2015 RECEIVED: The minutes of the last meeting held on 14 July 2015 were accepted as an accurate record of the meeting.	
4.	Questions From the Public There were no questions from members of the public.	
5.	Chairman's Report PD congratulated JB on his appointment as Lead Forum Member following an election process by the YAS Forum Public Members. PD promoted the national Restart a Heart Campaign that YAS was actively involved in: training 20,000 school children in our region how to perform cardio pulmonary resuscitation (CPR). PD told the YF about the recent YAS' Long Service Awards in Harrogate and explained that Brian Ward from Community and Commercial Education Training has been awarded the Queen's Ambulance Medal. He is the first person to receive this award in YAS. PD explained that YAS are to become part of 'Vanguard', which is a new government project aimed at urgent and emergency care. This will enable YAS to work in partnership with other Trusts and community	

	<p>groups across the West Yorkshire region.</p> <p>RB confirmed that a future briefing would be provided at a forthcoming YAS Forum Meeting.</p> <p>ACTION – Provide a Vanguard update at a forthcoming YAS Forum Meeting.</p>	AA
6.	<p>YF Lead Member: Introductory Update</p> <p>JB thanked RB and JC for sponsoring him. He will meet with the Chairman to discuss the role and responsibilities. JB explained that there is a necessity to get public members engaged with the YF and he intends to discuss possible approaches with each of the Forum Public Members. JB said he hopes he can meet the YF expectations of the Lead Forum Member role.</p>	
7.	<p>NHS Providers: Governors' support and development programmes, events and information.</p> <p>AA explained that NHS Providers is a membership organisation for Foundation Trusts (FT) and aspirant FTs. AA noted that an email had been circulated to all YF Members with website addresses for further information regarding courses and training.</p> <p>ACTION – If YF Members would like further information or to express interest in attending a course please contact AA or AR.</p>	YF Members
8.	<p>Review of Care Quality Commission (CQC) Action Plan: Including Questions from YF Members by Rod Barnes, CEO.</p> <p>JC asked if there was an action plan in place to recruit/replace operational staff.</p> <p>RB confirmed that there is an action in place and it is being discussed next week at the Trust Board Meeting.</p> <p>RS asked what has the CQC learnt from their inspection at YAS?</p> <p>RB explained that it was a large inspection with over 50 CQC inspectors from varied backgrounds present. The first draft report did not provide assurance to the Trust that they fully understand how an ambulance service works.</p> <p>BK explained from an acute hospital perspective there is over focus on finance, rather than quality. Staff should be given more opportunity to share best practise. BK explained that it is a comprehensive experience about owning feedback and embedding it within the workplace, and he believes that the YAS Action Plan is achieving that.</p>	
9.	<p>Finance Update by Robert Toole, Interim Executive Director of Finance & Performance.</p> <p>RDT provided an up to date overview of the Trust's financial position.</p>	

	<p>LM asked if there was a 10 year plan for the estate's Hub and Spoke model?</p> <p>RDT confirmed this was correct. It will incorporate modern facilities for staff and vehicles.</p> <p>RB explained that he was the Executive Lead for Hub and Spoke and a pilot was shortly being introduced before further roll out planned for subsequent years.</p> <p>ACTION – RDT to provide a breakdown of what financial items are included under OTHER in the financial expenditure diagram. AR to circulate this to YF Members.</p>	RDT/AR
10.	<p>Staff Forum Update: Including Questions from YF Members by Lee Murphy, Staff Forum Member (Front-Line).</p> <p>LM discussed the Staff Forum Update Paper, outlining success stories and explaining that positive feedback about their work is being received from YAS staff.</p> <p>RB thanked the Staff Forum for the fantastic work they have achieved on the new ambulance design and uniform re-design.</p> <p>PC endorsed this and explained that their work is very similar to that in his organisation. PC confirmed that is important to listen to staff. The Staff Forum are professional people who want to make improvements.</p> <p>AA praised the Staff Forum for raising their profile and identifying key representatives within local ambulance stations who were able to provide feedback to the Staff Forum Members on behalf of the wider staff, as well as directly to the Staff Forum's mailbox.</p>	
11.	<p>Membership Sub-Group Update: Progress Video Suite (7) and Engagement Materials: Including Questions from YF Members by Ali Richardson, Membership Manager.</p> <p>AR explained that there was a small amount of filming left, which included the Chairman's Welcome. AR confirmed the Membership Sub-Group was meeting on 19 October 2015 to discuss video content, editing and promoting the video toolkit with their local communities.</p>	
12.	<p>Review and Feedback.</p> <p>RS believes that the YAS Forum is consolidating into their role.</p>	
13.	<p>Register of Declaration of Interests 2015-2016.</p> <p>ACTION – YF Members to notify AR to update the Register of Declaration of Interests if appropriate.</p>	All
14.	<p>Members' Expenses.</p> <p>ACTION - YF Members to notify AR if they have concerns about their expenses claims.</p>	All
15.	<p>YAS Forum Meeting Attendance Record.</p>	

	For information only.	
16.	<p>Date, Time, Location of next meeting: 12 January 2015 - Boardroom, Yorkshire Ambulance Service Trust Headquarters, Springhill 2, Brindley Way, Wakefield 41 Business Park, Wakefield, WF2 0XQ</p> <p>1400 – 1600, First Aid Awareness Training 1600 – 1700, Photographs/Networking/Light refreshments 1700 – 1900, YAS Forum Meeting.</p>	