



**MEETING NOTES**

<b>Meeting:</b>	<b>Meeting of YAS Forum (YF)</b>	
<b>Date/Venue/Time:</b>	<p><b>OPEN TO THE PUBLIC</b>  <b>1600-1800, Thursday 20 July 2017</b></p> <p><b>Yorkshire Ambulance Service NHS Trust Headquarters – Kirkstall and Fountains Meeting Room, Springhill 1, Brindley Way, Wakefield 41 Business Park, Wakefield, WF2 0XQ.</b></p> <p><b>YAS Forum Members Only:</b>  <b>1500-1600 – Networking</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) Rob Higgie (RH) Stan Hardy (SH) Jessica Shiels (JS) Karamjeet Singh Virdee (KSV) Vacancy</p> <p>Lee Murphy (LM) Simon Talbot (ST) Mark Wright (MW) Olivia Eames (OE)</p> <p>Supt Pat Casserly (PC) To be confirmed Cllr Dave Tucker (DT) Bob Kirkton (BK)</p> <p>To be confirmed</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>  <b>Police</b>  <b>Leeds and York Partnership NHS FT</b>  <b>East Riding of Yorkshire Council</b>  <b>Director of Strategy &amp; Business</b>  <b>Development, Barnsley Hospital NHS FT</b>  <b>Sheffield City Council</b></p>

<b>Apologies:</b>	Olivia Eames (OE) Bob Kirkton (BK)  Erfana Mahmood (EM) Lee Murphy (LM) Rob Higgie (RH) Edwina Shachar (ES) Cllr Dave Tucker (DT) Kez Hayat (KH)	Staff Constituency (Support) Director of Strategy & Business Development, Barnsley Hospital NHS FT Non-Executive Director Staff Constituency (Front-line) Public Constituency (West) Public Constituency (North) East Riding of Yorkshire Council Head of Diversity and Inclusion
<b>In Attendance:</b>	Rod Barnes (RB) Anne Allen (AA) Gill Hart (GH)  Ali Richardson (AR) Steve Page (SP)  Joanna Richardson (JR) Jock Crawford (JC)	Chief Executive Trust Secretary Associate Director Communications and Engagement Community Engagement Manager Executive Director of Quality, Risk and Performance Assurance Internal Communications Manager Freedom to Speak Up Guardian
<b>Note Taker:</b>	Ali Richardson (AR)	Community Engagement Manager

No.	Description	Action
1.	<b>Welcome and Introductions</b>  KL welcomed everyone to the meeting.	
2.	<b>Apologies/Declaration of Interests</b>  Apologies were noted and no Declaration of Interest was received.	
3.	<b>To Receive: Notes of the last meeting held 20 April 2017 &amp; Action Log</b>  <b>APPROVED: The minutes of the last meeting held on 20 April 2017 were accepted as an accurate record of the meeting. The Action Log was updated accordingly.</b>	
4.	<b>Chairman's Report</b>  The Chairman confirmed the last three months have been dominated by financial challenges among them the significant cost improvement programme including vacancy and agency controls and joint working with the Northern Ambulance Alliance. Demand continues to be higher than contracted and full resourcing is challenging but compared to many other Trusts the Chairman confirmed that YAS is doing well.  The Chairman explained that YAS are continuing to do a large piece of work around the organisation's culture, starting with the purpose, vision, values and behavioural frameworks. This is an exemplary piece of work and the Chairman explained that NHSI are very interested in YAS	

	<p>sharing their work as an example of what other organisations can achieve.</p> <p>The Chairman updated the YAS Forum that she attended the Association of Chief Executives with Rod Barnes. The meeting was dominated by the national ambulance response programme, which is around improved clinical response and outcomes for the most serious patients. The Chairman asked that Forum Members continue to deliver these key messages within their own communities.</p> <p>The Chairman confirmed that YAS will be attending Hull Pride on Saturday 22 July 2017.</p>	
<p><b>5.</b></p>	<p><b>Lead Member's Report</b></p> <p>JB explained that various YAS Forum Members were unaware of the ambulance response programme (ARP).</p> <p>The Chairman confirmed that Dr Dave Macklin, Executive Director Operations, presented on YAS' involvement as one of two national (ARP) pilot sites to the YAS Forum meeting on 14 July 2015. Subsequently, there had been regular reports to the Board of Directors meetings held in Public and through and verbally to the Forum.</p> <p>JB confirmed that if the YAS Forum's revised Terms of Reference (TOR) are agreed during the meeting today, they will go to the Trust Board Meeting on 31 August 2017 for consideration of approval. Therefore, at the close of today's meeting YAS Forum -will stand down. A subsequent forum would have new TOR approved by the Board in due course and the membership be elected to it following due process.</p> <p>JB explained that YAS have an extensive Membership database and he believes that an election can be achieved without incurring major costs.</p> <p>JB asked the YAS Forum if they would like to raise any comments to be included in the TOR and no further comments were received.</p> <p>The Chairman thanked JB for his update and acknowledged that the YAS Forum was formed as a tentative Council of Governors. The Chairman said that she genuinely believed the draft TOR reflected that governance belongs to the Board and agreed that it was an honourable and ethical decision for YAS Forum Members to make in terms of standing down and deciding, if they wished, to follow a future electoral process in the following months.</p> <p>The Chairman explained that she was grateful to the YAS Forum for their decision and commended them. She confirmed that as we move to a new future she sincerely hoped that current members would like to be part of it.</p>	

<p><b>6. Staff Forum Update</b></p>	<p>MW highlighted key points from the Staff Forum Update Paper and welcomed JR.</p> <p>RS commended the Staff Forum for their valuable work and said that it is important that the Board continue to listen to staff for feedback.</p> <p>KL thanked the staff members for all their hard work.</p>	
<p><b>7. For Discussion: Involvement of Forum Members in Quality Improvement Schemes</b></p>	<p>SP presented to the group an outline of the Trust's corporate social responsibility strategy which would receive Board approval later in the year.</p> <p>KL explained that individual members could be involved in various groups utilising their expertise and experience to develop the organisation.</p> <p>No questions were raised by the YAS Forum.</p>	
<p><b>8. Break out Session 1:</b></p>	<p>Following on from the YF Pre-Meet on 13 July 2017, when members met with the Trust Secretary to discuss the draft TOR in preparation for the YF Meeting on 20 July 2017, break out session 1 focussed on small groups working together to discuss/provide final feedback on the draft YAS Forum TOR.</p> <p><b>JB's Group asked the following questions:</b></p> <p><b>How many people need to make up a Quorum?</b> AA confirmed that the final membership numbers are yet to be defined by the Board and Quorum will be proportionate to each constituency.</p> <p><b>When will the Election take place?</b> The Chairman explained that she cannot provide a date at the moment as she cannot act without the Board's approval of the new body's TOR. The Chairman confirmed that there will be an election process which will be confidential and secure.</p> <p><b>What will happen if there are no nominations for a YAS Forum seat?</b> The Chairman confirmed that YAS will declare a vacancy if a seat is unfilled.</p> <p><b>PC's Group had the following observations:</b></p>	

	<p>There is a need to engage with Public, Staff and external stakeholders to ensure joined up working in service developments.</p> <p>The appropriate use of language and respect for one another's role is important, especially when Members represent YAS externally.</p> <p>Community Engagement is a key element of the YAS Forum.</p> <p><b>The Staff Group asked for the draft TOR to specify time allocation for their specific roles.</b></p> <p><b>JB reported and the Forum noted that all the Members present endorsed the draft TOR.</b></p>	
<b>9.</b>	<p><b>Break out Session 2:</b></p> <p>The Chairman agreed to defer this exercise as it was deemed to be more appropriate when a new forum is formed.</p>	
<b>10</b>	<p><b>Review and Feedback</b></p> <p>AA invited the Chairman to thank AR and Don Buxton, Community Engagement Trainer for their extensive engagement work in the community and highlighted Item no 14 detailing the 2017/18 community engagement plan.</p> <p>The Chairman closed the meeting by saying that she had thoroughly enjoyed working with a group of people who genuinely wanted to help the organisation and she thanked the YAS Forum for their contribution, dedication and support.</p> <p><b>APPROVAL</b>  <b>The Chairman officially stood-down the YAS Forum. No further meetings will be held under the current Terms of Reference approved by the Board of Directors, January 2014.</b></p>	
<b>11</b>	<p><b>Register of Declaration of Interests for the Financial Year 2016/17.</b></p> <p>The Register was received.</p>	
<b>12</b>	<p><b>Members' Expenses</b></p> <p>For information only.</p>	
<b>13</b>	<p><b>YAS Forum Meeting Attendance Record</b></p> <p>For information only.</p>	

14	<b>Community Engagement Update</b> For information only.	
15	<b>YAS Working Groups</b> For information only.	