St Helens and Knowsley Teaching Hospitals NHS Trust

Minutes

RDF for Midlands, Yorkshire & Humber Resident Doctors
Date: Monday 14th September 2026
Venue: Via Microsoft Teams

Chaired by: Dr Peter Arthur, Guardian of Safe Working – GP, Palliative, Public Health & Sports Science

In Attendance:	
Dr Peter Arthur	Guardian of Safe Working
Victoria Miller	Lead Employer HR Governance Team Leader
Sasha Rogers	Lead Employer HR
Dr OZ	GP ST1
Dr OA	GP ST1

Apologies:	
Rachael Backhouse	BMA Representative

1	**Welcome and Introductions**	Action	Deadline
	Introductions from those in attendance, minutes will be shared and made available on website.	**N/A**	**N/A**
2	**Guardian of Safe Working**		
	Dr Arthur: We are receiving an increasing number of exception reports, many for short periods of additional work. While the team processes these reports quickly to ensure staff are paid on time, we cannot authorise payment or TOIL without appropriate evidence of the additional hours worked. When submitting an exception report, please include supporting evidence, such as a rota or other documentation that demonstrates the additional hours worked. If evidence is not provided, we will need to request this before any payment or TOIL can be approved. Where repeated exception reports indicate a pattern of consistently working beyond contracted hours, we will contact you to discuss the circumstances. If you are regularly staying late, this should be raised with your supervisor so that workload, scheduling, and time allocation can be reviewed. Where concerns have not been raised locally, we may contact your supervisor directly to ensure appropriate action is taken to address the issue.	**N/A**	**N/A**
3	**BMA Update**		
	Dr Arthur: The BMA representative, Rachael Backhouse, is unable to attend today's meeting. However, she regular attends these RDF sessions and is always very helpful and supportive.		
4	**Any Other Business**		
	Nothing to discuss.		
5	**Next Meeting Date**		
	Monday 14th December 2026 @ 4pm.		