St Helens and Knowsley Teaching Hospitals NHS Trust

Minutes

RDF for North West 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
Rebecca Jones	Lead Employer

Apologies:	
Joanne Alliston	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 currently receiving a high volume of exception reports, many of which relate to relatively short periods of additional work. The team processes these reports very efficiently, and approximately 90% are reviewed and processed promptly to ensure payments can be made at month end. To authorise payment or time off in lieu (TOIL), we must have evidence of the additional hours worked. This may include a copy of your rota or other documentation showing the extra time worked. If this evidence is not provided when the exception report is submitted, we will need to request it before payment or TOIL can be approved. Where multiple exception reports are submitted and there appears to be a recurring pattern of working beyond contracted hours, I will contact you to better understand the situation. If you are regularly working late, we would encourage you to discuss this with your educational or clinical supervisor to ensure sufficient time is allocated to complete your duties and that you are not routinely working in excess of your contracted hours.	**N/A**	**N/A**
3	**BMA Update**		
	Dr Arthur: The BMA representative, Joanne Alliston, is unable to attend today but does usually attend these RDF sessions and is very helpful & supportive.	**N/A**	**N/A**
4	**Any Other Business**		
	Nothing to discuss.	**N/A**	**N/A**
5	**Next Meeting Date**		
	Monday 14th December 2026 @ 1pm.	**N/A**	**N/A**