

9.00 Boardroom – Opening / Morning Briefing	
Attendees	
Stephen Cross	
Sue Hodkinosn	
Alison Kelly	
Tony Chambers	
Sir Duncan Nichol	
Ann-Marie Lawrence	
Carmel Healey	
Chris Green	
Claire Raggett	
Debbie Cleverley	
Debbie O'Neill	
Emma-Jayne Punter	
Gill Galt	
Ian Bett	
Ian Harvey	
Joan McLean	
Joe Downie	
John Gibbs	
Julie Fogarty	
June Henderson	
Karen Townsend	
Mary Crocombe	
Rob Cheetham	
Ruth Millward	
Sandra Faulkner	
Sara Brigham	
Sarah Balogh	
Sian Williams	
Time	Actions
	No actions indicated from this briefing. Agreed to continue to run Communications Control as per previous day.
	Meeting concluded: 09:10

12.30 Briefing – Boardroom

Attendees

Stephen Cross
Sue Hodgkinson
Sir Duncan Nichol
Ali Wylie
Alison Kelly
Ann-Marie Lawrence
Carmel Healey
Chris Green
Claire Edwards
Claire Raggett
Debbie Cleverley
Debbie O'Neill
Emma-Jayne Punter
Frankie Morris
Gill Galt
Helen Stoyd
Ian Bett
Ian Harvey
Jackie Hughes
James Stevens
Joan McLean
Joe Downie
John Gibbs
Julie Fogarty
June Henderson
Karen Townsend
Linda Williams
Mary Crocombe
Pam Rusowicz
Rob Cheetham
Ruth Millward
Sandra Faulkner
Sara Brigham
Sarah Balogh
Sian Williams
Sioned Brown

Actions

Buddy support for On-Call Managers agreed.
Gill Galt has confirmed Comms Support I place for the weekend.
Additional admin support to be provided. Jane O'Neill providing cover 12:00 – 15:00 8th July 2016.
Alison Kelly advised that Clinical Team are continuing with Data Analysis. Majority of case reviews now complete which have generated a list of clinical reviews which are being undertaken by Sarah Brigham, John Gibbs and June Henderson.
Robert Cheetham no undertaking a "cleanse analysis".
Emma Jayne Punter reviewing external factors.
Sian Williams looking at staffing at time of identified incidents.
Jackie Hughes has joined the team to undertake a further analysis of skill mix at time of identified incidents.