

92.	11/07	09:00	Claire Raggett	Requested details of the plan for this issue should be incorporated into the Trust Major Incident plan (Note: Keith Preston to be consulted / advised.)	To check
93.	11/07	09:00	Ruth Millward / Alison Kelly /	Ruth Millward / Alison Kelly to pull final details together into a report for review.	To check
94.	11/07	09:00	Ian Bett	Stand down rota for Helpline	Completed
95.	11/07	09:07		Meeting Closed	
96.	11/07	09:10		Data Team Meeting Alison Kelly, Robert Cheetham, John Gibb, Ann Martyn, Sarah Balogh, Sian Williams, Ruth Millward, Ann-Marie Lawrence, Clare Edwards	In attendance
97.	11/07	09:10	Robert Cheetham	Complete and finalise data analysis and develop slide pack.	Completed by close of stay 11 th July 2016
98.	11/07	09:10	Sarah Balogh (liaising with Jackie Hughes remotely)	Finalise staffing level analysis.	Completed by close of stay 11 th June 2016
99.	11/07	09:10	John Gibb / Ann Martyn	Continue clinical case review on identified cases.	As of 13:25 - 7 completed / 8 remaining
100.	11/07	09:10	John Gibb / Ann Martyn	Cases where concerns have been identified to be shared with Sian Williams.	To check
101.	11/07	09:10	Sian Williams / Julie Fogarty	Staffing matrix analysis to be continued and completed against each case.	Completed
102.	11/07	09:10	Clare Edwards	Clinical visit to NNU to offer support.	To check
103.	11/07	09:10	Emma Jayne Punter	Completion of actions from Friday (as per action plan).	To check
104.	11/07	09:10	Ruth Millward	All documentation to be sent to shared drive to be input to master spreadsheet. All parties involved to ensure spreadsheet is fully updated.	To check
105.	11/07	09:10	Ruth Millward	Notes written by John Gibb / Ann Martyn in respect of clinical cases to be typed into spreadsheet.	To check
106.	11/07	09:40		Meeting concluded	
107.			Joan McLean	Sue Hodgkinson requested Joan McLean send Handling Lines details, as per provided on Friday 8 th July 2016, to Trust SMT today (11 th July 2016).	Completed
108.	11/07	13:10		Mid-day Progress Update Meeting – 11th July 2016	
109.	11/07	13:10	Claire Raggett	<ul style="list-style-type: none"> “Lessons Learned” to discuss details gathered by Chris Green as per previous meeting actions. Formal debrief with regard to Neonatal. 	