

## MEETING 1 CONTROL ROOM – BOARDROOM – 7 JULY 2016 AT 9.30

Attendees	
Joan McLean Sandra Faulkner Stephen Cross Sue Hodgkinson Sian Williams Alison Kelly Rob Cheetham Emma Jayne Punter Anne Martyn Julie Fogarty Debbie Cleverley Mary Crocombe Debbie Dodd Karen Townsend Simon Holden June Henderson Gill Galt Dee Appleton-Cairns Claire Raggett Ruth Millward Dean Bennett Ann-Marie Lawrence	
Time	Action
9.00	Opening of communication room
9.30	Opening brief to all staff listed above
9.30	End of staff briefing
9.30	Andy Sutherton and Claire Pleavin to establish helpline
10.03	Helpline established, not activated – Helpline number 01244 363550

Neonatal Staff Briefing – Board Room – 10.45	
Attendees Richard Baird Joanne Davies Eirian Powell Kathy Grimes Anne Murphy Lauren Cain	
Time	Actions
	All Neonatal teams to be briefed before 12 noon on 7 July 2016 by Neonatal Clinical Leads – Eirian Powell to co-ordinate.
	Alison Kelly advised that public would be aware from 12 noon on 7 July 2016.

	Ian Bett advised Lesley Brown actioning rota for helpline cover from the Senior Management Team.
	Wirral Communications team made aware of on-going process by Gill Galt
	Ian Harvey will meet with Paediatric Team at 3 pm.
	Alison Kelly updated on a data analysis progress. Further PC required. Paediatric support required for deep dive. Sian Williams suggested Sarah Balogh to join analysis team. Sian Williams sent email to join data team. Sarah joined team.
	Robert Cheetham detailed the parameters of data searches being performed and requested Ian Ornsby to join the data team. Ian Ornsby arrived and joined team.
	Gill Galt has spoken to all Comms lead in the area and provided a statement for circulation to partners.
	CCG briefing GP's directly.
	Gill Galt advised media briefing at 2 pm to Chester Chronicle and Chester Standard.
	Action on call manager to be advise of step change in Neo-natal pathway
	External website to carry update from Tony Chambers with regards to the situation.
	Switchboard to be advised to refer all enquiries to website information or Bereavement Service or their Obstetrician, dependent on query.
	Joan McLean asked to advise whether automated message could be added to our telephone system. Ged Keller advised advised this could not be done on our system
	Siam Williams is to ring bereaved families.
	Future briefings to include matrons and Joe Downie.
	Gill Galt indicated a Milk Bank Film was being aired by Granada. Gill advised that she would let Granada know of ongoing situation.
	Dee Appleton-Cairns confirmed review of personal files completed. Joe O'Grady stepping down.
13.45	Briefing completed

End of Day Briefing – Boardroom – 16.30

Attendees

Joan McLean  
Sandra Faulkner  
Stephen Cross  
Sue Hodgkinson  
Sian Williams  
Alison Kelly  
Rob Cheetham  
Emma Jayne Punter  
Anne Martyn  
Debbie Cleverley  
Mary Crocombe  
Debbie Dodd  
Karen Townsend  
Simon Holden

are monitoring this. We feel we cannot say any more than already in the statement, but if something starts playing out on social media we will have some handling lines to deal with this, approaches for on call managers. After this meeting, a communication will go out to all staff.

Alison Kelly We are agreeing a simplified message for parents on the unit, which has not yet happened. We expect anxious parents on the unit, although thankfully we are not as busy today.

Karen Townsend Wirral colleagues have been helpful. We are ensuring we are covered for out of hours over the weekend.

Alison Kelly Tomorrow we will have the normal access meeting and draw up an action plan, with briefing for over the weekend.

Dee Appleton-Cairns We have been looking at data, gone through every personal file for everyone on the unit. As expected, we have not really found anything. We are working with the data analysis team to correlate whether there are any patterns with shifts, on call etc.

Sue Hodgkinson We have everything ready for a helpline, if we need to put this in place, with a rota drawn up. We will gauge how tonight and tomorrow go before deciding whether to go ahead.

Sian Williams has been phoning bereaved parents, going back to 2013. A lot of calls have not connected, but she has spoken to 4 or 5 parents. She has not called those with ongoing inquests. She has given parents the PALS number, who will contact Sian if needed.

Alison Kelly We are doing a skill mix of the staff on duty when the babies were in, to see if there is anything there.

Karen Townsend Has spoken to Kathy Grimes, done 1:1.

Carmel Healey Ensured all midwives on night shift are informed, as part of the safety brief.

Karen Townsend will ring Chris Green, who is the on call manager tonight, to brief him as he is off site today.

Ian Harvey – has spoken to paed consultants, ensuring consistent messages going out. We do not yet have all the information – we have taken action early on, so we are not yet in a position to have the whole story.

Sue Hodgkinson Tomorrow we will decide what support is needed for on call managers and on call teams over the weekend, what support they will need. Also need to ensure everyone is fully aware, locums too.

Stephen Cross We are treating this seriously, keeping confidential where we can. We must get to the bottom of this.

Alison Kelly Are there any questions?

No.

Sue Hodgkinson checked that everyone knows what they are doing.

Alison Kelly We have John already coming in to do the deep dive, we will also need an obstetrician – it would be good if they were working together at the same time.

Karen Townsend has the updated clinical plan – she will ensure this is circulated to site coordinators, Chris Green and all those on call over the weekend

**Regroup at 9 tomorrow morning.**

Debbie Cleverley

7 July 2016