Countess of Chester Hospital NHS
NHS Foundation Trust

EXECUTIVE TEAM NOTES – PART 1

WEDNESDAY 1st February 2017

Attendees:	**Alison Kelly**	**Stephen Cross**	**Tony Chambers**
	Sue Hodkinson	**Simon Holden (SHo)**	
Apologies:	**Ian Harvey**	**Lorraine Burnett**	**Debbie o Neill**
Notes:	**Alison Kelly**		

	Actions
Action Notes	
NNU update No significant issues raised via the weekly spreadsheet. Discussion regarding feedback post Paediatrician meeting Communications plan discussed in detail and timings of sharing the report with parents and key stakeholders etc	**GG & Exec team**
Annual Report Guidance & Timetable DB outlined the changes to the guidance and the relevant timescales	
Finance **I&S**	
Child Birth Trust SC advised that discussions were ongoing	
Quality Matters No significant issues. (Mentioned in Part 2) AK did however advise of an incident discussed at SI panel re meditech and recording of surgical cases which had been first highlighted in then vascular service. Details to be send to Joe Downey	
Board, Governor & Legal Matters SC provided an update on the plans around the Board and Council of Governors meeting next week.	**ALL**