

**NNU Action Planning Meeting 30<sup>th</sup> June 2016**

**1-2 pm**

**In Attendance**

Alison Kelly  
Dee Appleton-Cairns  
Gill Galt

Sue Hodgkinson  
Sian Williams  
Ruth Millward

Julie Fogarty  
Karen Rees

<b>Subject Area</b>	<b>Actions to be Taken</b>	<b>Lead</b>	<b>Comments/Updates on actions</b>
<b>CQC</b>	11am Conference Call Comms as planned	AK/TC GG	Completed Being drafted
<b>Maternity /NNU</b>			
NNU Admissions	Plan on a page <34 – delivery of transfer out	JF	Awaiting clinicians to share plan
S/N NNU (LL)	Confirm off-duty for LL	KR	On a LD today the on 2 weeks leave returning on 18 <sup>th</sup> July 16
Unit Support	D/W KDB re: whole unit support	KR	SH discussing with KdeB – especially capacity in the team to support
	NET 2 Access – delivery breakdown from TL	DAC	SH to pick up this action but to also ask for a more detailed review of Unit security
	Deep dive into rotas, clinical documentation when covering for breaks.	KR	SW with JE undertaking this review – already commenced. To also look at the shifts prior to babies deterioration

	Clarity re LL working in other units and ? bank hours	KR/DAC	LL not working anywhere else ie at another Trust or agency Trained at Chester, lives alone, has elderly parents
<b>Evidence</b>	Clarify Coroners concern re: NNU deaths?  Update evidence folder	SH/AK/SC  RM	SC reviewing this and no Home office coroners has been requested. SWC following up on poor documentation re referral  Ongoing – a few items remain
	Double check thematic HV for frequent transfers? X5  <b>Child A</b> – R/V inquest prep	RM  RM/SC	Team reviewing this – to be emailed through later  Case for the Coroners, date to be determined soon. SB will be a witness at this inquest. SC chasing report from SB to support this case
Comms	List of stakeholders to inform – execs to prioritise	SW	List completed – to be transferred into a table re order of the cascade and who will do what  Execs to prioritise cascade accordingly (to be further discussed re timing of this)
<b>Additional Actions</b>			
Recording on STEiS	Agreed both cases from last week to be submitted onto STEiS – will trigger a level 2 investigation	RM	Completed
Comms	Various options being drafted for various audiences – need to agree language Need to monitor social media once	GG	In draft