

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

**9-10 am**

**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 at 1-2pm meeting</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	
Cons (SB)	D/W KDB re: whole unit support	KR	
	NET 2 Access – delivery breakdown from TL	DAC	
	Deep dive into rotas, clinical documentation when covering for breaks.	KR	
	Clarity re LL working in other units and ? bank hours	KR/DAC	

<b>Evidence</b>	Clarify Coroners concern re: NNU deaths?	SH/AK/SC	
	Update evidence folder	RM	
	Double check thematic HV for frequent transfers? X5	RM	
	<b>Child A</b> R/V inquest prep	RM/SC	
Comms	List of stakeholders to inform – execs to prioritise	SW	

**Further update meeting at 1pm to review actions – all invited**