

NUU Action Planning Meeting 30th June 2016**1-2 pm****In Attendance**

Alison Kelly

Sue Hodgkinson

Julie Fogarty

Dee Appleton-Cairns

Sian Williams

Karen Rees

Gill Galt

Ruth Millward

Subject Area	Actions to be Taken	Lead	Comments/Updates on actions
CQC	11am Conference Call Comms as planned	AK/TC GG	Completed Being drafted
Maternity /NUU			
NUU Admissions	Plan on a page <34 – delivery of transfer out	JF	Awaiting clinicians to share plan
S/N NUU (LL)	Confirm off-duty for LL	KR	On a LD today the on 2 weeks leave returning on 18 th July 16
Unit Support	D/W KDB re: whole unit support	KR	SH discussing with KdB – 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
Evidence	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 Child A – 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)
Additional Actions			
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

	internal and external comms is triggered		
	Consider setting up Advise Line when external comms triggered to support mothers to be as well as mothers of previously deceased babies	AK/RM	Discuss with LB re NHS England support with this (EPRR network)
Management resource to support ongoing investigation	Identify internal and potential external management support	AK/LB	
Doctors Rota required for evidence file	To be escalated to clinical meeting	AK/SH	Documentation received and added to evidence file
Potential staffing shortfalls on the unit	Develop a plan with Staffing Solutions re future agency staff required on contracts	SH/LC	

Next meeting: 1st July 2016