

✓ = Attended
 R = Designated Rep
 D = Did Not Send Apologies
 A = Apologies

Dr R Mittal	Chair (Representing Hayley Frame)
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Also in attendance:

Paul Hughes	Detective Superintendent, Public Protection Unit (Representing Nigel Wenham)
Guy Hayhurst	Cheshire East Public Health (Representing Lucy Heath)
Janice Kirkham	CP Chair (Representing Kate Rose)
Christine Hurst	Cheshire Coroner Office

No	NOTES/ACTION LOG UPDATE	OWNER	DEADLINE
1	ENDORSEMENT – The group endorsed the notes from the last meeting as an accurate record. SCRUTINY – The group scrutinised and challenged progress on actions. Updates to the action log were noted and completed accordingly.		
	Action: A reminder to be given by the Police to the FME contactors who attend SUDIC deaths that a Form A must be completed at all times	Paul Hughes	
2	Annual Report		
	INFORMATION: The annual report was not discussed due to a number of apologies received from the Chair and panel members		
3	Review of Children Cases		
	DECISION: The panel reviewed a number of cases		
	Action: Case deferred: I&S Request the coroner to provide a report on the child, once received the case will be returned to panel for consideration	Coroner/Anne McKenzie	
	Action: Closed Case Child I Childs details to be sent to coroner for review of case notes, the child case to be referred to once the Royal College report is presented by Dr Mital	Dr Mital	
	Action: Item to be added to the November meeting asking if the panel consider that unexpected deaths in Hospital should be referred for RR meetings	Anne McKenzie	
	Action: Closed I&S The CCG to be contacted to ensure that the RCA report for the child has been signed off as the true record, the learning point to be added to the Form C and at November panel confirmation that the actions have been completed	Anne McKenzie	
	Action: Closed Case No: I&S the conclusion in the inquest report to be added to the Form C	Anne McKenzie	
	Action: The hospitals to be questions on: Is there a back up plan if transport fails to arrive or is delayed and do they have figure currently highlighting any issues with transportation between hospitals	Anne McKenzie	
	Action: : Item to be added to the November meeting could the terms of reference be reviewed to ensure that it reflects how	All	