

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

Also in attendance:

Paul Hughes	Detective Superintendent, Public Protection Unit (Representing Nigel Wenham)
Tracey Holyhead	Halton LSCB Business Manager

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. The action for FME contractors to complete a Form A when attending a SUDIC home death has been escalated to a Senior Police Officer and will be reported back to panel at a later date		
2	Baby Box Initiative		
	INFORMATION: A presentation to be given by Ann Nolan on the Baby Box initiative was deferred to the next meeting as Ann was unable to attend the meeting		
3	CDOP Terms of reference		
	DISCUSSION: New panel members had asked for the terms of reference to be discussed to ensure that there was some consistency when completing the Form C. The meeting felt that it would be beneficial for Induction pack to be provided for new members and Form C's with completed fields to be provided as examples of good practice. At the next panel meeting modifiable factors will be discussed and reflected on by the panel members.		
	Action: Baroness Kennedy report to be brought to the Jan meeting		
	Action: Reflection on modifiable factors to be added to the agenda for the January meeting		
4	SUDIC within hospital		
	DISCUSSION: Should a rapid response meeting be held each time there is a sudden unexpected death within a hospital. The meeting felt that the response should be on a case by case basis and the safeguarding doctor should be involved in the discussion with the designated doctor and a rapid response should be arranged if deemed appropriate. The meeting felt this process should be reflected in our procedures with clarification of best practice.		
	Action: Ensure that the when the Pan Cheshire procedures are reviewed sudden un-expected death in hospitals are identified		
	Action: A letter to be sent to hospitals reminding them of the procedure and a requirement for a discussion between key professionals needs to take place		
5.	TRANSFER OF SICK CHILDREN BETWEEN HOSPITALS		
	DISCUSSION: The members discussed the action from the previous meeting and will not progress the matter any further		
6.	ANY OTHER BUSINESS		