



Norfolk & Norwich Maternity Services Liaison Committee

Draft Minutes of meeting held on Tuesday 12th January 2016

Present

Lisa Brophy	(LB)	MSLC Chair
Rebecca Champion	(RC)	Engagement Manager North Norfolk CCG
Pam Sizer	(PS)	Community Midwifery Matron
Ann Walker	(AW)	Clinical Midwifery Manager
Katherine Cooper.....	(KC)	Student Midwife
Catherine Lock.....	(CL)	Delivery Suite Co-ordinator
Ruth Sanders.....	(RS)	Midwife Cley
Amy Eagle	(AE)	Divisional Operations Director for Women's and Children's Services
Claire Matthews	(CM)	Interim Head of Midwifery
Karen Dunlop.....	(KD)	Midwife MLBU
Jackie Heffer-Cooke	(JHC)	Service User Representative / Orange Grove Clinic
Lesley Bradfield	(LKB)	Service User Rep Time Norfolk
Felicity Hancock.....	(FH)	Breastfeeding Peer Supporter
Dilly Turton.....	(DT)	Health Watch Norfolk
Isobel	(I)	Parent Rep Neesa Project
Rachel Scarff	(RS)	MSLC Co-ordinator

1. Apologies for absence

Rachel Graveling	(RG)	MSLC Vice-Chair
Martin Cameron	(MC)	Clinical Director of Obstetrics, NNUH
Jane Fuller	(JF)	Commissioning NEL CSU Representative
Sian Verney	(SV)	NCT Antenatal Teacher, NCT Breastfeeding Peer Supporter
Patricia Hagan	(PH)	Great Yarmouth CCG Representative
Karin Bryant.....	(KB)	Assistant Director Central Norwich CCG
Luisa Lyons.....	(LL)	Infant feeding Coordinator

2. Minutes of Last Meeting

The minutes of the last meeting held on 13th October 2015 were approved. PDF copy available for website.

3. Matters Arising not on Work plan

- a) RC Advised the local Quality Schedule is still being completed, the next meeting is due next month whereby completion will hopefully be confirmed. Also awaiting review of latest Maternity Survey, as GM had previously advised that initial results supported the options for a Home Birth Service.
- b) National Maternity Review is currently with NHS England, C/F to next meeting
- c) Along with MC, BJ leading with Propess project, RS to contact both MC/BJ and AMc to obtain the collection of leaflets for MSLC to review and find out more on start dates / pilots this item in its wider form is already on the Work plan. **Action:- RS / CM**
It was agreed that the Induction pathway could be revised, specifically around leaflets, identifying whether they provide informed choice or simply information on the process. Three focus areas identified, Induction overall, Twins Leaflet (currently being review with RG) and the Propess use. RS to communicate with AMc and/or PDM's. RC to investigate getting leaflet reviews added to quality schedule. **Action:- RS / RC / CM**
- d) CL/LKB to meet to discuss revised / new bereavement leaflet, update next meeting. **Action:- CL/LKB**
- e) Victoria Aukett EPAU Nurse to become member of MSLC and have presence where appropriate during meetings, RS to also forward previous feedback received. **Action:- RS**

- f) MSLC advised interviews for substantive HOM post will be next week. AE to update after this point on new structure and positions of staff. **Action:- AE**

4. Work plan 2015/2016

- Item 1** – Delivery Suite changes – JHC presented funds raised by her, to the NNUH, to go towards additional mood lighting as suggested by NNUH during last meeting. JHC received a formal thank you from the staff. A discussion around charitable funds and uses. AW will contact Louise Cook for advice. **Action:- AW**
- Item 2** – Antenatal Clinic accessibility – Jane Holden of Antenatal Clinic currently working on creating pictorial information instructions to assist with language barrier issues as identified from previous Enter and View. Main languages are Polish, Lithuanian and Portuguese, update next meeting. RS to forward email chain to PS to follow up response around the use of the NCT multilingual resource from NCT within the new NNUH website. PS confirmed can lead with this now. **Action:- RS/PS**
- Item 3** – Maternity Specification Input – Once local quality schedule and the results of the National Maternity Review are released we can look further into changes into service in response, such plans as Home Birth Service. Timeline of commissioning now better understood by MSLC.
- Item 4** – Shorter paper copy of Survey still to be drafted for use in specialist areas such as with the FNP teams. RS to communicate directly with AT. Carried forward. **Action:- RS**
- Item 6** – Access to all complaints and PALS data, PALS now being sent, RS to forward to CM/PS complaints email chain to allow for CM/PS to send over data, now also includes MSLC data. **Action:- RS/PS/CM**
- Item 7** – Finalising smooth process of guidelines and leaflets review with MSLC input added to Work plan, identified as key focus area of MSLC. RS to contact AMc. **Action:- RS**

5. Update on ongoing items

- a) **Birth Reflections Service** – PS provided verbal update, suggestions made to include questions around the BRS in the survey, discussion around whether to promote or not to ensure sustainability. Query over pathways being used for cases that require more mental health welfare, such as the wellbeing service. Update next meeting. **Action:- PS**
- b) **Partners staying overnight** – The process has now been adopted without complaint on a permanent basis for both Cley and Blakeney wards. PS to send MSLC leaflet. **Action:- PS**
- c) **NNUH Revised website** – AW confirmed new tour of Delivery Suite to launch soon. Use of website for multilingual information is still with Fiona Devine. PS to support RS to get this actioned. Previously it had been suggested that CC and other areas be listed on there too further discussion needed. **Action:- PS/RS**
- d) **Pathway to Parenting** – Phase two has now commenced, with the evaluation of phase one being positive, revised course content to be sent to MSLC for information. It was confirmed that the teaching includes empowering women for informed choice and provides some breathing techniques to help with labour. Active labour is promoted throughout. After CC meeting on 20th, revised content will be sent to RS for user group's review. **Action:- RS**
- e) **Cley Triage Ward pilot** – Suspended due to the hospital being on black alert and bed pressures, AW advised will possibly try again in April.

6. User Representatives Feedback

- a) Review of full year results of online Survey, agreed commentary analysis valuable on all key areas highlighted by RS. RSa also confirmed could provide some support in analysis in needed. Copy of initial findings attached. Discussed breastfeeding and questions and new born weight loss and the current process that is involved. PS advised that these are national guidelines that are followed by the trust. Advised that LL is working on some processes that allow for criteria to be slightly more logical and flexible using a set pathway for big babies. **Action:- RS**
- b) MSLC Voices training half day at the NNUH, it was agreed that a good mix of MSLC members could attend and the course can be booked, RC has confirmed the CCG can possibly fund. **Action:- RS**

7. NNUH Maternity Statistics

CM advised that the IT midwives are meeting on the 14th January, due to many staff changes and structure changes, the current set up of statistics are not being provided to the MSLC. CM has requested that RS email a list of reports the MSLC currently reviews to assist in firming up the channels of provision. **Action RS / CM**

8. Confirmation of Next Meeting

- a) Next main MSLC meeting is Tuesday 12th April 2016 Trust Management 4th Floor West Block 10am.

9. AOB

- a) BFI Stage 3 Baby Friendly is now credited to the NNUH, one of very few in the region, a HUGE well done to Luisa and her team. FH confirmed that coupled with this accolade the Breast Feeding Peer Supporters have now recruited 16 more, as well as their own Co-ordinator to hopefully utilise their voluntary time effectively and assist with supervision. This is a huge positive again for women using the service.
- b) JHC confirmed that the Orange Grove Clinic wish to run some form of awards for midwives to celebrate the wonderful job they all do. Possibly around a midwife of the year type thing. This was all agreed to be an Amazing idea, and a huge positive for all involved.
- c) Time Norfolk will be working with Green Acres to deliver this year's death of a baby study day, LKB confirmed the date 10th October 2016 at the Colney Woods Burial Ground. This will be specifically for all HCP's who work with women that may experience this type of loss. Awaiting booking forms and posters.

Action Log

ITEM	NOTE	ASSIGNED TO	BY WHEN
3. c)	RS to contact AMc to discuss leaflet review	RS	ASAP
3. c)	RS to obtain proposs leaflet from MC or BJ or PS	RS	ASAP
3. c)	RC to investigate getting leaflet review added to QS	RC	Next meeting
3. c)	CM to support in leaflet review	CM	Next meeting
3. d)	Victoria Aukett to be added as MSLC member	RS	ASAP
3. f)	New Maternity Services Structure to MSLC	AE	Before next meeting
4.1	AW to contact Louise Cook re use of charitable funds	AW	Next meeting
4.2	PS to update on progress of pictorial support for AC	PS	Next meeting
4.2	RS to tie PS into email chain around website use	RS	ASAP
4.4	Paper copy of survey yet to be created and sent	RS	ASAP
4.6	Access complaints as well as PALs, email to PS/CM	RS / PS / CM	ASAP
4.7	Contact AMc and PDMs to start process of MGC	RS	ASAP
5. a)	PS to advise on Pathway for MH from BRS	PS	Next meeting
5. b)	Partners staying overnight leaflet to MSLC	PS	ASAP
5. c)	PS to support RS in getting Website used for Multi	PS	ASAP
5. d)	PS to send MSLC revised course content for review	PS	Next meeting
6. a)	Further analysis on key areas of online survey results	RS	Next meeting
6. b)	MSLC VOICES training day, RS to book	RS	Next meeting
7. a)	Comprehensive list of stats required for MSLC to CM	RS / CM	ASAP
7. c)	Friends and Family test result graphs to MSLC	GM	Before user meeting