

From SBUHB Officer 6 redaction s40(2)

To WG Officer 2 <redaction s40(2)>; WG Officer 9 <redaction s40(2)>; WG Officer 6 <redaction s40(2)>  
WG Officer 14 <redaction s40(2)>; WG Officer 15 <redaction s40(2)>; WG Officer 5 <redaction s40(2)>

Thanks WG Officer 8<redaction s40(2)>

As an update, I have asked the team to get a catch up in for our inception meeting on the dates provided, and we met with the whole clinical team in Maternity/Neonates this week to go through the ToFR/potential information requests.

For most of this, there will not be an issue, as the majority of this information is reviewed routinely and available. As you can imagine though, there were a number of queries which I will share before we meet and we can go through when we get together.

Let us know if you need anything in the interim and catch up soon

Bw

SBUHB Officer 6 redaction s40(2)

**From:** WG Officer 8<redaction s40(2)>

Morning SBUHB Officer 6 redaction s40(2)

Thanks for your time yesterday. I thought it was a productive meeting and we made progress. We agreed the following:

1. SBUHB Officer 6 redaction s40(2) to respond to WG Officer 8<redaction s40(2)> re the draft terms of reference – 8 January 2024
2. You indicated that you may not have all the required data immediately and some measures are best reported quarterly. WE will agree this at the inception meeting

- 3 You felt that the framework was helpful and could be developed with you for wider use across the services in NHS Wales
- 4 WG Officer 8<redaction s40(2)>to share ToR with WG Officer 15 <redaction s40(2)> at the NHS Exec and arrange to meet with WG Officer 15 <redaction s40(2)> to look at the support they can offer (WG Officer 14 <redaction s40(2)> could you try and get that set up please?)
- 5 SBUHB Officer 2<redaction s40(2)> to highlight what support may be needed (analytical/comms/project management etc) WG Officer 8<redaction s40(2)> to accommodate from the escalation budget
- 6 To agree an inception meeting early January to sign this off and agree the first monthly report – dates that work for WG Officer 2 <redaction s40(2)> and WG Officer 6 <redaction s40(2)> are **10 January before 12**, this would be ideal or 11 January after 3pm or 18 January before 11.30.
- 7 We will meet once a month with a pre-set agenda and slides (in line with the monthly report) apart from the months with a maternity focus at IQPD
- 8 We agreed that we need to keep close with the Independent Review, you had some thoughts and would confirm those at the inception meeting

I think that was everything.

Merry Christmas to you all

WG Officer 8<redaction s40(2)>