

Maternity and Neonatal services

Twelve day plan

Date	What	Lead	Comments
Friday 8 Dec	ToR sent to WG with handling plan	SBUHB Officer 9 redaction s40(2)	
Monday 11 Dec	Finalisation of ToR plus comms pack <ul style="list-style-type: none"> ToR (full or summary) Staff message Stakeholder message Press release FAQs 	SBUHB Officer 4 redactions40(2)followed by sign off from SBUHB Officer 6 redaction s40(2) and SBUHB Officer 3redaction S40 (2) followed by SBUHB Officer redaction S40(2)	
	Priority stakeholder briefings <ul style="list-style-type: none"> Inform IMs of final timescale for announcement (?via Chair) Maternity Service Users' Group chair Welsh Government HIW Llais Neighbouring HB CEOs 	SBUHB Officer 9 redaction s40(2)/ SBUHB Officer 3 redaction s40 (2) / SBUHB Officer4 redaction s40 (2)	Briefing in strict confidence as staff will be unaware at this stage
Tuesday 12 Dec	Staff meetings (am)	SBUHB Officer 10 redaction s40(2)	
	(pm) Issuing of external comms – press release, stakeholder message followed by web content and social media (disable replies)	SBUHB Officer 4 redaction s40(2)/ SBUHB Officer 10 redaction s40(2 SBUHB Officer 12	Full stakeholder list to be assembled in conjunction with Hazel IMs to receive update too

		redaction s40(2)	Media – assumption that we don't put anybody up for interview
Wednesday 13 Dec	Potential follow up staff meetings / drop in sessions- to be determined by the services themselves and their senior teams	SBUHB Officer 10 redaction s40(2)	For staff who weren't able to attend on Tuesday morning and / or an opportunity to ask questions after the news has sunk in
	OCP Feedback – staff sessions and comms	SBUHB Officer 10 redaction s40(2 / SBUHB Officer 12 redaction s40(2)	
	Informal exec @3pm – update and review of week so far	SBUHB Officer 6 redaction s40(2)/ SBUHB Officer 3 redaction s40(2)/ SBUHB Officer 4 redaction s40(2)	
Thursday 14 Dec	Potential follow up staff meetings / drop in sessions- to be determined by the services themselves and their senior teams	SBUHB Officer 10 redaction s40(2)	As above
	Agree SB response to HIW report	SBUHB Officer 8 redaction s40(2)and followed by sign off from SBUHB Officer 6 redaction s40(2, SBUHB Officer 10 redaction s40(2)and SBUHB 3 Redcation s40 (2)followed by SBUHB 1 redaction s40 (2)	To cover our external response as well as our internal response to staff
	Board Development (for info)	SBUHB Officer 3 redaction s40(2)	Briefing for IMs

Friday 15 Dec	MS monthly briefing meeting – 0830hrs	SBUHB Officer 14 redaction s40(2)/SBUHB Officer 1 redaction s40(2) and exec	Proactively raise the review and HIW report with them
	Publication of HIW report	HIW	
	SB response: <ul style="list-style-type: none"> • Staff message • Media • stakeholders 	SBUHB Officer 4 redaction s40(2)	Full stakeholder list to be assembled in conjunction with Hazel IMs to receive update too Media – assumption that we don't put anybody up for interview
Saturday 16 Dec			
Sunday 17 Dec			
Monday 18 Dec	Exec catch-up – brief execs on latest	SBUHB OFFICER 6 redaction s40 (2)/ SBUHB officer 3 redaction s40 (2)/ sbuhb officer 8 redaction s40 (2)	
Tuesday 19 Dec	Potential drop in Teams sessions	SBUHB Officer 10 redaction s40(2)	To be determined by the Service Group and individual teams
Wednesday 20 Dec	Management Board – chance to brief senior leaders	Sbuhb officer 2 redaction s40 (2)/ sbuhb officer 3 redaction s40 (2) / sbuhb officer officer 8 redaction s 40(2)/sbuhb officer 10 redaction s40 (2)	

	Exec (formal) @3pm – update and review	SBUHB Officer 6 redaction s40(2)/ SBUHB Officer 3 redaction s40(2)/ SBUHB Officer 4 redaction s40(2)	

ends