

**PRIVATE & CONFIDENTIAL**

09 November 2001

«Title» «First\_Name» «Last\_Name»  
«No\_and\_Street»  
«Town»  
«County»  
«Postcode»

Direct Dial: 020 7448 9323  
Email:  
julie.miller@chi.nhs.uk

Dear «First\_Name»

Many thanks for responding to our request for alternative dates for the briefing meeting. As the whole team are available on Monday 17<sup>th</sup> December, we have rescheduled for then. I will circulate an agenda nearer the time. Broadly, we will be meeting at 9.30am for coffee and begin the briefing at 10.00am with the aim of finishing by 4.00pm. If you need to come down to London the night before, please let Kellie, **020 7448 9420** know, Kellie will also arrange your travel.

The briefing meeting will cover an Introduction to CHI and our working methods, briefing on the specific circumstances around the Gosport War Memorial Hospital and some training around successful investigation interview skills. There will be plenty of time for questions.

A team from CHI went down to Portsmouth earlier this week to formally start up the investigation with their senior team, the meeting went very well with the trust clearly expressing their wish to work with us throughout the process. We have three full days of stakeholder interviews scheduled for late this month, I shall be able to feedback the key themes from this local work at our briefing.

We are now in the information gathering phase of the investigation, which will inform our site visit in January. I have already received a large amount of information from the trust and would welcome your input into the more detailed, service delivery information we are likely to need. Attached is a grid based on the investigation term of reference. The second column contains my suggestions for additional information, combined with that already sent by the trust. If you have

any suggestions for further information, could you please make them on the grid and return to me as soon as possible using the following address;

Attn: Julie Miller, Commission for Health Improvement,  
FREEPOST, LON15399, LONDON EC1B1 1QW

Enclosed is some general policy and best practice information concerning the care of older people and the administration of drugs. This will help to form the national policy context for our work in Gosport. The trust and service context will follow in the next week or so, following your input.

Finally, if CHI does not have a current biography, could you possibly pull a couple of paragraphs together for circulation to the trust.

Many thanks, I look forward to meeting you on 17<sup>th</sup> December.

Best wishes

Julie Miller  
*Investigations Manager*

c.c Liz Fradd, Director of Nursing  
Anne Grosskurth, Investigation Manager