



COMMISSION FOR HEALTH IMPROVEMENT

GOSPORT WAR MEMORIAL HOSPITAL INVESTIGATION START-UP MEETING (Tuesday 6 November 2001 at 10.00am)

In attendance from CHI:

Liz Fradd (Nurse Medical Director)
Julie Miller (Lead Investigation Manager)
Anne Grosskurth (Investigation Manager)
Kellie-Anne Rehill (Investigation Coordinator)
Alison Couch (Communication Manager)

In attendance from Portsmouth Health Care NHS Trust:

Max Millett (Chief Executive)
Dr Ian Reid (Medical Director)
Margaret Scott (Chair)
Fiona Cameron (Divisional Manager)
Max - for you to add anyone else here -

1. Introductions

2. Introduction to CHI: Values, objectives and work programme (Liz Fradd)

3. Introduction to the Trust: Brief background (Max Millett)

4. Scope of Investigation (Julie Miller)

- The Investigation Team
- Terms of Reference
- Timetable
- Interviews

5. Meetings/consultation outside the Trust

- Stakeholder meetings
- Portsmouth Hospitals NHS Trust
- Primary care providers
- South East Region NHSE
- Haslar Hospital

6. Interview arrangements

- Scheduling and set-up of interviews
- Attendance at interviews

- Confidentiality
- Disclosure of information

7. Documentation

8. Role of Communications (Alison Couch)