

Minutes of Start-up meeting with the Portsmouth Healthcare Trust
6th November 2001
Gosport War Memorial Hospital Investigation

Attendees.

Liz Fradd (Nurse Medical Director)	LF
Julie Miller (Lead Investigation Manager)	JM
Anne Grosskurth (Investigation Manager)	AG
Kellie-Anne Rehill (Investigation Coordinator)	KR
Alison Illfe(Communication Manager)	AI
Max Millett (Chief Executive)	MM
Anne Monk (Chair)	AM
Dr Ian Reid (Medical Director)	IR
Fiona Cameron (Divisional Manager)	FC
Caroline Harrington (Liasion coordinator)	CH
David Barker (Public relation)	DB

Topic	Note	Action
1.0	Introduction	
2.0	Introduction to CHI	
3.0	Introduction to the Trust	
4.0	Scope of the Investigation	
5.0	Meetings/Consultation outside the trust	
5.1	Ian Reid was concerned about having one day Stakeholder at Gosport- Julie commented that if there were a need for a second day it would be made possible.	KR
5.2	Stakeholder venues- Fiona Cameron will give Kellie details for the Haslar as a potential venue	FC
5.3	Anne Monk commented on the methodology of how we reach stakeholders. Anne Monk felt that the positive experiences of stakeholders would not be seen- Julie offered to have David Gilbert get in touch	KR
5.4	Stakeholder posters to be sent to David Barker	KR
6.0	Interview arrangements	
6.1	Julie will send Fiona information for Interviewees- about confidentiality	JM
7.0	Documentation	
7.1	Second Information Request- Julie asked Fiona to provide a breakdown of Staff from the present and the past. The list would also include multidisciplinary staff	FC
8.0	Role of communications	
9.0	Cost of Investigation	
9.1	Max commented that he had received the letter from the DoH.	
10.0	Any other items	