

Fiona Cameron - General Manager

From: Max Millett - Chief Executive
Sent: 07 November 2001 12:13
To: Ian Piper - Operational Director; David Barker - Communication Manager; Fiona Cameron - General Manager; Code A Assistant Business Manager; Eileen Thomas - Nursing Director; Humphrey, Lesley; Jarrett, David (Dr); Reid, Ian (Dr) (Elderly)
Subject: GWMH CHI investigation - notes of second meeting of trust project group: 7 november 2001

present: Code A david B, david J, fiona, lesley, max
 apologies: ian R, eileen

1. communications

- thanks to everyone for initial cascade ...gone reasonably well
- publicity for 21/23 nov stakeholder sessions now outstaff to be informed that they are encouraged to take part
- need to plan how to handle march/april phase when report issuedsuggest follow up in new year once F&G PCT chair/chief exec known

2. feedback on start-up meeting with CHI team

- largely as expected
- names of team now available
- issue around staff being able to have legal representative present at interviewscaroline/fiona to check out position/?advice from our lawyers

3. information

- next tranche of information required likely to come through next week

4. action plan

- fiona working on an integrated action plan for gwmh drawing together issues from specific complaints plus other relevant initiativesto come as draft to next board meeting with aim of sharing with CHI

5. next project group meeting

- monday 10 december 9 - 10 am tco