

Fiona Cameron - General Manager

From: Max Millett - Chief Executive
Sent: 22 October 2001 11:03
To: Ian Piper - Operational Director; David Barker - Communication Manager; Fiona Cameron - General Manager; Eileen Thomas - Nursing Director; Code A - Assistant Business Manager; Humphrey, Lesley; Jarrett, David (Dr); Reid, Ian (Dr) (Elderly)
Subject: GWMH CHI Investigation - Trust project group - note of first meeting: 22 october 2001

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

1. Communications

- (a) CHI press release
 - circulateddue to be issued today
- (b) trust press release and Q&A sheet
 - agreed ...aim is to convey key messages consistently to media, to staff, to other agencies etc to minimise scope for adverse coverage. *Action: david B to revise and circulate asap*
- (c) notifying complainants
 - letter agreed which will go today. *Action: lesley to finalise/send off*
- (d) handling media enquiries
 - all to TCO
 - GWMH to be ready for local approaches/TV to appear/reporters coming in or ringing in different ways. *Action: fiona.*
 - give advice to althea/jane/philip re how to deal with direct approach from reporter whether at work or at home. *Action: fiona for philip/jane; ian R or david J for althea.*
 - max/ian P/david B to front queries at TCO; if clinical input needed then ian R, david J or eileen to field as appropriate
- (e) informing everyone of (a) (b) (c) (d) above
 - Action;*
 - althea/philip: fiona
 - jane: fiona via john K
 - GWMH staff (both on specific wards and generally): fiona
 - Unison/RCN reps: fiona
 - eld med team generally: lesley
 - DHA (penny H, peter Old, sue g): david B
 - SERO: david B
 - CHC: lesley
 - F&G PCG: fiona
 - E Hts PCT: ian P
 - PHT: david B
 - Trust board: david B
 - trust staff generally: david B via next Info Exchge

2. CHI terms of reference

- circulated
- start up meeting with CHI team now arranged for 6 november

3. Information for CHI team

- already well in handbeing collated by fiona, caroline and lesley this week; due to go to CHI by courier on friday
- probably helpful to add commentary/overview to the information pack. *Action: eileen/lesley to link with fiona/caroline to decide.*

4. next project group meeting

- 9 to 10 am on wednesday 7 november in max's office