

18 September 2002

- am (circa 10am) David Puglsey called [Code A] after trying to contact both Sheila Clark and [Code A]. Health Authority required PHCT board papers to be located and secured.
- Am (circa 10.30am) [Code A] spoke to [Code A] who agreed to locate and report back.
- Am [Code A] informed David Pugsley who in turn informed Chris Hoare. David called back to say at this stage could we collect files, log contents, secure and ensure they were locked in area where only the chief executive or deputy could access them.
- Pm [Code A] spoke to [Code A] had located where the files were thought to have been and was trying to locate a key holder.
- Pm [Code A] contacted [Code A] Had accessed medical records and not found the files required.
- Pm Chris Hoare informed by [Code A] and search continued.....
- 2.30pm [Code A] Sheila Clark and [Code A] met at St James. [Code A] had been advised of alternative location. All three went to medical records, found files and escorted the files up to the Trust Central Office for checking, securing and logging. Which commenced at 3.50pm.
- At 5:30 pm 3 boxes of logged files were secured in locked cabinet in locked room at TCO. Sheila Clark has both keys.

oard files.doc

Adrian Osborne

Royal Shrewsbury Hosp.

Tel: [Code A]

Email:

adrian.osborne@sath.nhs.uk

Deputy CEO 18/9/02

Business Assurance Manager 18/9/02

Chief Executive 18/9/02

SC Clark

NOT TO BE DESTROYED
OR DISCLOSED TO ANYONE
WITHOUT RECEIPT OR
WITNESSES



18 September 2002

- am (circa 10am) David Puglsey called [Code A] after trying to contact both Sheila Clark and Pam Hobbs. Health Authority required PHCT board papers to be located and secured.
- Am (circa 10.30am) Tracy Green spoke to Pam Hobbs who agreed to locate and report back.
- Am [Code A] informed David Pugsley who in turn informed Chris Hoare. David called back to say at this stage could we collect files, log contents, secure and ensure they were locked in area where only the chief executive or deputy could access them.
- Pm [Code A] spoke to [Code A] had located where the files were thought to have been and was trying to locate a key holder.
- Pm [Code A] contacted [Code A] Had accessed medical records and not found the files required.
- Pm Chris Hoare informed by [Code A] and search continued.....
- 2.30pm Tracy Green, Sheila Clark and [Code A] met at St James. [Code A] had been advised of alternative location. All three went to medical records, found files and escorted the files up to the Trust Central Office for checking, securing and logging. Which commenced at 3.50pm.
- At 5:30 pm 3 boxes of logged files were secured in locked cabinet in locked room at TCO. Sheila Clark has both keys.

H:\PRIVATE\PHCT board files.doc

~~Tracy Green~~ DEPUTY CEO 18/9/02

Susanah Long. Business Assurance Manager 18/9/02

SC Clark Chief Executive 18/9/02

NOT TO BE DESTROYED
OR DISCLOSED TO ANYONE
WITHOUT RECEIPT OR
WITNESSES





BOX

SHEET

2

OF

2

Ref:	Document description:
8	cmg agenda/index Jan 94 - Mar 95 (labelled) content as listed inside front of buff folder
9	cmg minutes Mar 95 - Nov 95 Buff folder content as listed inside front of folder except Aug 95 missing
10	cmg Jan 96 - Mar 97 Buff Folder Dec 95 23 Jan 96 26 Mar 96 23 Apr 96 23 May 96 25 Jun 96 23 Jul 96 24 Sept 96 29 Oct 96 28 Jan 97 25 Feb 97 25 Feb 97 24 Mar 97
11	cmg minutes/agenda Apr 97 - Mar 98 (labelled) 29 Apr 97 27 May 97 24 June 97 29 Jul 97 29 Aug 97 23 Sept 97 29 Oct 97 25 Nov 97 27 Jan 98 24 Mar 98 (loose) 3 Dec 98 in Buff Folder
12	cmg Apr 98 - May 99 (labelled) Buff Folder 28 Apr 98 26 May 98 23 Jun 98 28 Jul 98 29 Sep 98 27 Oct 98 24 Nov 98 26 Jan 99 23 Feb 99 23 Mar 99 20 Apr 99 25
13	cmg Jun 99 - July 2000 (labelled) Buff Folder 26 Jun 99 - 25 Jul 2000 excluding August 99
X	
X	
X	
X	

In the presence of:

In the presence of:

In the presence of:

Date:

Code A

Position:

Position:

Position:

DEPUTY CHIEF EXECUTIVE

BUSINESS ASSURANCE MANAGER

CHIEF EXECUTIVE

18th SEPTEMBER 2002

Box taken by R. Saurer (SHA) 20 November 2002.

Code A

Portsmouth City
Primary Care Trust



BOX

①

SHEET

1

OF

2

Ref:	Document description:
①	Disolution Project Capaste Services Sub Group 19 Sept 01 - 25 Feb 02 total sheets 79
②	Disolution Project Management Board notes of meetings 24 July 01 - 26 Feb 02 Sheets 121
③	Brown Sealed envelope labelled Trust Board agenda/ minutes 1-4-94 → 31-12-94 Contents as listed including shadow Board 16-3-94 Signed documents including Board mandate 28/11/94 27/6/94 16/3/94 - Board Papers - including 24/10/94 23/5/94 agenda, min 26/9/94 20/4/94 2/3/94 Finance Sub Group papers/reports 25/7/94
④	OMA minutes/agenda 9/00 - 10/01 26/9/00 23/1/01 24/4/01 21/07/01 24/10/00 20/2/01 22/05/01 25/09/01 27/11/00 20/3/01 26/06/01 23/10/01
⑤	shadow Board Meeting 16/02/94 notes 19/01/94 ↓ 15/12/93 11/11/93
	Memo: re board appts 11/11/93 meeting of potential 20/10/93 trust board directors
	notes of shadow time 13 and 16/11/93 + financial workshop agenda of shadow board time at 12/10/93 briefing meeting notes 5/10/93 briefing notes re pvt. trust directors 1/10/93 " " 22/9/93 " " 16/9/93 " " 28/7/93 " " 2/11/93 " " 7/16/93
	Sheets 146
⑥	Green Folder Trust project group meeting notes 23/12/91 - including Trust application and 20/11/92 consultation meeting notes fortnightly (1st)
⑦	Background Trust project group agenda/minutes. 28/6/93 Applications, notes of meetings Jan 93, April 93 Various handwritten/typed notes relating to application

In the presence of:

Nicky Casson

Position:

DEPUTY CHIEF EXECUTIVE

In the presence of:

Susan Hony

Position:

Business Assurance Manager

In the presence of:

John Clark

Position:

CEO

Date:

18th September 2002

Box taken by Richard Samuel (Asst Chief Executive, SHH)
on 20th November 2002. RS

Portsmouth City
Primary Care Trust



BOX

②

SHEET

1

OF

2

Ref:	Document description:
1	REGISTER OF BOARD MEMBERS INTERESTS + HOSPITALITY 26/9/94 - 23/10/01
2	NOTES OF SEVERANCE + REDUNDANCY MEETINGS WITH DUE TO THE DISSOLUTION OF THE TRUST. SHEETS 110
3	PHCT EXECUTIVE TEAM MEETING NOTES 9/6/95 - 7/3/02 SHEET 146
4	CODE OF FINANCIAL PROCEDURES MARCH 2000.
5	BUSINESS PLANS 2000/01 9 documents. 1994/95 - 2001/02
6	ANNUAL REPORTS 94/95 95/96 96/97 97/98 2000/01
7	STANDING FINANCIAL INSTRUCTIONS SEPT 2000
8	STANDING ORDERS SEPT 2000 (BOUND)
9	STANDING ORDERS SEPT 2000 (LOOSE) CORRESPONDENCE VARIOUS RE SOs. 8 PAGES
10	APPLICATION FOR TRUST STATUS APRIL 1993
11	CLINICAL GOVERNANCE PANEL NOTES AND AGENDA PAPERS 17/1/02, + VARIOUS PAPERS
12	STRATEGIC BRIEFINGS MINUTES + AGENDA PAPERS. 15/10/01, 19/7/01, 21/6/01, 19/4/01, 15/3/01, 18/1/01, 7/12/00

In the presence of:

Susannah Loney

Position:

Business Assurance Manager

In the presence of:

P. White

Position:

Director of Finance

In the presence of:

M. Allen

Position:

HEAD OF FINANCE & PERFORMANCE

Date:

18th September 2002



BOX 2
SHEET 2 OF 2

Ref:	Document description:
13	RECONFIGURATION OF SERVICES
14	FAIROAK INVESTIGATION REPORTS STAFF SLEEPING ON DUTY 19/2/00
15	AJ INQUEST 20/7/00
16	STRATEGIC BRIEFINGS MINUTES + AGENDA PAPERS 19/10/00, 20/7/00, 15/6/00, 20/4/00, 20/1/00, 21/10/99, 15/7/99
17	STRATEGIC BRIEFINGS MINUTES + AGENDA PAPERS 17/6/99, 15/4/99, 21/1/99, 20/10/98, 23/7/98, 25/6/98 , 23/4/98

In the presence of: Suzannah Long Position: Business Assurance Manager
 In the presence of: [Signature] Position: Director of Finance
 In the presence of: [Signature] Position: DEPUTY CHIEF EXECUTIVE
 Date: 18th September 2002

[Signature]

Portsmouth City



Primary Care Trust

~~title~~
 PTT Board Jan 98 - Mar 2002
 + seal / register

BOX

③

SHEET

1

OF

3

Ref:	Document description:
General	wooden gavel and stand seal.
①	Register of seals hardbound book.
②	"strictly confidential" documents: meeting 23 Mar 02 3 pages plus invite action list notes 28 Feb 02 clinical governance panel 21 Feb 02 inc. letter from Pete James to Max Willett.
③	Notes of Board Mtg. 21 May 1998 inc. Pt 2.
④	Trust Board Mtg 23 Feb 1998 notes, Pt I papers, Pt 2 papers
⑤	'loose' papers - 24 Mar 98 - A1 to of P1 and immediate issue 18 Mar 98 - despts 98/99 email note 6 Mar 98 ref incident on Quensey ward 12 Nov 01 - AMH revision memo from bin Piper trust time at 28 Jan 98 rev. quality director memo May 96 Jun 97 - confidential P1 debau memo
⑥	24 Nov 97 Board Papers and notes Pt I
⑦	27 Oct 97 Board Papers and Agenda Pt I
⑧	22 Sept 97 Board Paper Pt I including annual accounts
⑨	28 July 97 Board Pt I papers

In the presence of:

Thompson

Position:

Deputy Chief Executive

In the presence of:

Chiu

Position:

Chief Executive

In the presence of:

Willett

Position:

Director of Finance

Date:

18 SEPT 02

PJ

BOX 3
SHEET 2

OF 3

Ref:	Document description:
10	23 June 97 Board Agenda and notes
11	27 May 97 Board Agenda and papers.
12	28 Apr 97 Board Agenda and papers
13	24 Mar 97 } 24 Feb 97 } Board Agenda and papers 27 Jan 97 }
14	25 Nov 96 } 28 Oct 96 } inc. Purchasing for health
15	22 July 96 Board Agenda and papers 23 Sept 96 inc note on press media coverage re: EMI 24 Jun 96 inc Clinical and Service Audit.
16	28 Mar 96 } 29 Jan 96 } Board Agenda and papers 22 Apr 96 } 28 Mar 96 } 26 Feb 96 }
17	27 Nov 95 Board Agenda and papers 23 Oct 95 25 Sept 95
18	24 Jul 95 Board Agenda and papers 26 Jun 95 22 May 95
19	24 Apr 95 } 23 Jan 95 } Board Agenda and 27 Mar 95 } papers. 27 Feb 95 }
20	"loose papers" NED meeting - AMH Ptg ABC 12 Nov 01 29 Apr 98 Local memo - Notes 15 Aug 97 Financial Au 17 May 99 Board Mems reg. of Hospitality And 01/99 Panel 98/99 term briefing note Board Mems reg. of Hospitality And 01/99
21	23 Jul 98 Trust Board papers and agenda 21 Feb 02 inc pt 2. Refind & Clin Gov papers 15 Nov 01 inc pt 3 (CHI & MHI) + pt 2

In the presence of: [Signature] Position: DEPUTY CHIEF EXECUTIVE
 In the presence of: [Signature] Position: CHIEF EXECUTIVE
 In the presence of: [Signature] Position: DIRECTOR OF FINANCE
 Date: 18 SEPT 02

[Signature]

BOX 3
SHEET 3 OF 3

Ref:	Document description:
22	20 Sept 01 AGM rpt 2 notes 17 May 01 Board Paper + Agendas Pt 1 and Pt 2
23	15 Feb 01 Board Paper + Agendas Pt 1 and Pt 2 16 May 00 " " 21 Sept 00 " " <i>plus strictly confidential 100 page's</i>
24	15 May 00 Board Paper + Agendas Pt 1 and Pt 2 20 Apr 00 Executive Compensation 17 Feb 00 Board Paper + Agendas Pt 1 and Pt 2 18 Nov 99 " " <i>inc Codes 10.0 Dist. And. etc.</i>
25	16 Sep 99 Board Paper + Agendas Pt 1 + Pt 2 20 May 99 " " <i>a</i>
26	18 Feb 99 Board Paper + Agendas Pt 1 + Pt 2 19 Nov 98 " " 24 Sept 98 " " <i>Pt 1 Pt 1 + Pt 2 + Annual Accounts 9</i>
27	Supp. papers 29 May 1996 ?

In the presence of: [Signature] Position: DEPUTY CHIEF EXECUTIVE
 In the presence of: [Signature] Position: CHIEF EXECUTIVE
 In the presence of: [Signature] Position: DIRECTOR OF FINANCE
 Date: 18 SEPT 02

[Signature]