

25 February 2003

Our Ref: Comp/007/2002

PRIVATE AND CONFIDENTIAL

Mr A Haikney

Code A

Dear Mr Haikney

Appointment as Lay Chair to Independent Review Panel

- **Code A** Dr J Grocock
- **Code A** Fareham and Gosport Primary Care Trust (re Gosport War Memorial Hospital)

I am writing to confirm your appointment as Lay Chair to cover the convening stage in the two complaints made by **Code A**. The files relating to these two complaints are being sent under separate cover. On this occasion the convener is Ms Karen Woods.

I enclose a copy of the new NHS Executive notice entitled "Payment of travelling and other allowances to NHS board and committee members" which replaces HSG(96)42. Written documentation is required if you wish to claim for loss of earnings and the current rate for this is £260 per day pro rata. An expenses claim form is enclosed for you to complete and return following the completion of this case.

The Trust will indemnify you in respect of all actions, costs, claims and demands made against you as an individual arising out of the proper performance of your duties as a lay Chair. This is subject only to the proviso that you must at all times act honestly, reasonably, in good faith and without negligence in the exercise of those duties.

I have enclosed a confidentiality statement, which I ask you to sign and return to Mrs Ann Turner, Complaints Manager at the address shown at the foot of the statement.

Should you have any queries or require further information please do not hesitate to contact Ann on **Code A**
Code A

Yours sincerely

Alan Pickering
Chief Executive