

**Fareham and Gosport and East Hampshire PCTs**  
**Gosport War Memorial Hospital CHI Implementation Group**

**Notes of the meeting held on 8th November 2002**

**Present:** Anne Stewart  
Jane Parvin  
Jeff Watling  
Nigel McFetridge  
Fiona Cameron  
Sue Damarell-Kewell  
**Code A**  
Judith Goodall  
Neil Stubbs  
Noreen Kickham  
Kathryn Rowles (Chair)

**Apologies:** Paula Turvey  
Ian Reid  
Andrew Patterson  
Alan Pickering  
Denise Farmer

**1. Terms of Reference**

The Purpose and the Objectives outlined in the Terms of reference were agreed.

The Group Membership proposed in the Terms of Reference was agreed with the inclusion of:

Pharmaceutical Advisor – Fareham and Gosport PCT

It was agreed that notes of the Implementation Group and Progress reports will be circulated widely including to the Boards of both Fareham and Gosport and East Hampshire PCTs, to Hampshire County Council through the Partnership manager and Community Health Council.

It was agreed that the Implementation Group would meet bi-monthly.

**2. Status of CHI Action Plan**

Kathryn reported that the CHI Action Plan was now in final draft stage and had been informed by the workshop held on 1 August and had been subject to numerous revisions following discussions with accountable officers for each recommendation. This had included comments and feedback from the lead officer for Gosport War Memorial Hospital Investigation at CHI and the Clinical Governance leads at Hampshire and the Isle of Wight Strategic Health Authority.

It was proposed that final revisions/amendments would be agreed at this meeting. The Action Plan would then be submitted to the Strategic Health Authority for executive approval and sign off prior to submission to CHI. The Action Plan would be presented to the November Formal PCT Board in Fareham and Gosport.

### **3. Dissemination Arrangements**

Implementation Group members discussed dissemination arrangements of the Action Plan (once it had been approved by the PCT Board). This included circulation to the following:

- Participants of the 1 August CHI Action Planning Workshop
- Staff in Fareham and Gosport and East Hants PCTS (Action Plan to be cascaded via Service managers)
- Gosport GPs
- Local Medical Committee
- Hampshire County Council (Social Services)
- 

The Action Plan will also be posted on the CHI Website once the Department of Health and the Strategic Health Authority have submitted their action plans for the recommendations for which they are responsible.

### **4. Progress report Against each recommendation**

The Group discussed each recommendation and reviewed the proposed actions, outcome and monitoring arrangements identified in the draft Action Plan. It was agreed that the amended final version would be circulated to accountable officers before submission to the Strategic Health Authority and to CHI. (Please find attached copy of final version of the Action Plan).

The accountable officer updated progress against the actions for each recommendation. These are outlined in the Progress Report attached. It was agreed that to enable monitoring of implementation of the Action Plan an updated progress report would be produced and circulated. This would be formatted using the Action Plan template to enable effective progress monitoring. It was agreed that the Progress reports would be submitted to the PCT Boards.

### **5. Date of Next Meeting**

***24 January 2003 at 2.00pm at Fareham Reach***

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