

## Fiona Cameron - Director of Nursing & Clinical Governance

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**From:** Fiona Cameron - Director of Nursing & Clinical Governance  
**Sent:** 30 April 2004 13:28  
**To:** Exec Team; Justina Jeffs - Clinical Effectiveness Manager; Nicky Heyworth - Clinical Governance Manager; Caroline Harrington - Risk & Litigation Manager; Sue Galley - PR & Communications Manager; Lucy Docherty - Chair F&G PCT  
**Cc:** Code A PA Chief Executive/Chair  
**Subject:** HEALTHCARE COMMISSION - NEXT STEPS

Thank you for all your effort in relation to this weeks visit. The following gives an indication of the process from here and proposes how we might manage a coordinated response.

- The first draft of the report including evidence tables and a tracking document for changes will be with us by lunchtime on the 27th May (thurs)
- We then have 5 working days to turn this round and respond to HC by 5pm on the 4th of June.
- Given that the Mon is a bank holiday we are proposing to get the draft to you on the afternoon of the 27th to give you time to review it and send initial comments to Justina by the morning of the 1st of June.
- The exec team meeting on the 1st will then be used to discuss a response.

**NB all those in receipt of this e - mail are invited to attend exec team on the 1st at 2pm.**

- After the 4th of June there is a period of time in which changes can be negotiated before the report is sent to the SHA and DOH.
- Publication will be the last week of June (w/c 28th June).
- An Action Plan has to be developed and published within 9 weeks of the publication of the report.
- The provisional date for the action planning day is Thurs the 8th July and the likely venue is Fernham Hall (to be confirmed). **Please hold this date in your diary!**
- A list is attached of proposed invitees. Please let me know if I have missed anyone.
- A letter alerting people to the date will go out next week to ensure the date gets in peoples diaries.

Code A could you please forward this to Code A Code A and Anne Stewart? Many thanks.

Sue can we catch up some time to begin to talk about preparation for media interest?

FIONA

30/04/2004

Fiona Cameron  
**Director of Nursing & Clinical Governance**  
**Fareham & Gosport PCT**