

FAX TRANSMISSION

To: Ian Reid
From: Margaret Scott Fax number: 01730-267969

Date: 11 November 2002

Number of pages including this one: 3

Subject: Confidential - addressee only

Reception's - "at the time".

Scopergoat being sought

were there appropriate systems/safeguards

(In the light of all of the above) were
there appropriate systems/safeguards in
place. 'Herald of Free Enterprise'

11th November 2002.

Dear Ian,

Attached are draft terms of reference for the Management enquiry at Gwithth. I have agreed with Lucy Docherty & The PCTs' Solicitor that we would ask you to comment on them :-

- a) because of the implications for the involvement of clinicians
- b) your thought processes will improve them.

Please keep these strictly confidential until they have finally been agreed with STHA etc.

I will be in Raeburn all day Tuesday & would be pleased if you could give me your views sometime during the day

With thanks

Code A

Draft Terms of Reference 2

To seek to establish:

- whether or not any concerns were raised about any of the following:
 - the use of diamorphine [or any other opiate substance] ; or
 - prescribing regimes; or
 - the use of syringe drivers to administer medication;
 in relation to the treatment of patients at Gosport War Memorial Hospital (“the Hospital”) at any time between 1988 and 1998;
- If so, the way in which any such concerns were raised, by whom, to whom and when;
- What action (if any) was taken (and by whom) as a result of any such concerns and when;
- The effect (if any) that any action taken had, on any of:
 - the use of diamorphine [or any other opiate substance]; or
 - prescribing regimes; or
 - the use of syringe drivers to administer medication;
 within the Hospital in that period.
- Whether any action taken **at the time** was justified, in all the relevant circumstances;
- Whether any failure or omission to act **at the time** was justified in all the relevant circumstances;
- Whether any events at the Hospital (such as but not limited to patient deaths, untoward incident reports or complaints) during the period in question should have prompted those with management **and/or clinical management** responsibility for the Hospital at the time to take any steps, and if so, what steps and whether such steps were in fact taken;
- Whether any individual working at the Hospital or working in a post which involved responsibility for either clinical or administrative matters at the Hospital during the period in question either :
 - acted; or
 - failed to act; or
 - omitted to act; or
 - neglected to act
 in an appropriate manner in response to any such concerns or events, given their level of knowledge, seniority, experience and responsibilities at the relevant time.