

# Fareham and Gosport

Primary Care Trust

## NOTES OF CHI CLINICAL GOVERNANCE REVIEW STEERING GROUP MEETING

HELD AT FAREHAM REACH ON 26/02/2004

**Present:** Nicky Heyworth  
Justina Jeffs  
Sharon Martin  
Andrew Patterson  
Anne Stewart  
Fiona Cameron

### ACTION

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|-------|--|--|
| 21/04 | <p><b>Apologies</b></p> <p>Caroline Harrington.</p>  |  |
| 22/04 | <p><b>Minutes of Previous Meeting/Matters Arising</b></p> <p>None.</p>   |  |
| 23/04 | <p><b>Self Assessment Questionnaire and Data Collection Coordination</b></p> <p>Justina reported that this data had all gone to CHI by the deadline of 20<sup>th</sup> February. CHI had however had a number of queries regarding the data and an inability to open some of the files, and Justina had responded to this.</p> <p>In relation to GP Questionnaires, it would appear that there is still some confusion over these, however it was recognised that the PCT had done all in their power to support CHI in this process. The next key date is the 18<sup>th</sup> March when the CHI team will first visit the PCT, the 15<sup>th</sup> April when they will provide initial feedback, the week of the 29<sup>th</sup> March when the Stakeholder Meetings will take place and the week of the 26<sup>th</sup> April when CHI will visit the PCT.</p> |  |
| 24/04 | <p><b>Communications Action Plan</b></p> <p>The group went through the template for the Communications Action Plan and were generally happy with the headings. Fiona and Justina agreed to complete this and send it out to the Steering Group with the note of the meeting. There was also a suggestion that it might worth reformatting the action plan to provide a more sequential approach, and Justina and Fiona agreed to undertake this.</p>   |  |

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25/04

**Date of Next Meeting**

It was agreed to cancel the meetings on both the 3<sup>rd</sup> March and 11<sup>th</sup> March, the next meeting will be on 25<sup>th</sup> March 2004 from 12.30 – 14.30 in the Meeting Room, Fareham Reach.

**ACTION**