

**Skye Sue - Legal Services Manager**

**From:** Deeks, Mary [Code A]  
**Sent:** 28 November 2008 11:55  
**To:** Smith Ben - Risk Manager; Long Susannah - Business Assurance Manager; Jeffs Justina - Associate Director of Governance; Radway Patricia - Head of Governance; Skye Sue - Legal Services Manager; Humphrey Lesley - Divisional General Manager; Stratford Allison - Head of Communications; martin.neil([Code A]); Watson Catherine - Hants PT(SW) External; Samuel Richard - Hampshire PCT External; Tiller Sara - Hampshire PCT(HPCT) External; Williams Elaine - Hampshire PCT(HPCT) External; Johnson David - Hampshire PCT External; Harriman Sue - Hampshire PCT(HPCT) External; Emms, Elizabeth; caroline.searle([Code A]); Julie Dean; Benita Playfoot; Stuart.Knowles([Code A]; Jacqueline Haines; Woodland Betty - PCT Trainer; Green Chris  
**Cc:** Wright Janet - PA to Head of Governance; helen.antill([Code A]  
**Subject:** Agenda: GWMHCISG 8 December 2008

Dear All

Please find attached the agenda and attachments for the next meeting of the Gosport War Memorial Hospital Coroner's Inquest Stakeholders' Steering Group.

I look forward to seeing you in the Seminar Room at GWMH at 10.30 on 8<sup>th</sup> December.

Please note that the venue for the meeting on 5th January 2009 at 11.00 – 12.30 has been rearranged. It will now take place in Room 11, the Quad Centre, at Queen Alexandra's Hospital, Portsmouth. A map of the Trust site is attached.

Regards

Mary Deeks  
 Project Officer (GWMH)  
 Hampshire Primary Care Trust  
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 112 Southampton road  
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**Code A**

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28/11/2008

## Gosport War Memorial Hospital Inquests Stakeholder Steering Group

Monday 8 December 2008, 10.30 a.m. to 12.00 noon  
Seminar Room, Gosport War Memorial Hospital,  
Bury Road, Gosport, Hampshire, PO12 3PW

### AGENDA

Item		
1	<b>Apologies:</b> Chris Green, Elizabeth Emms, Lesley Humphries, Allison Stratford, Catherine Watson	
2	<b>To agree the Action Notes of the meeting held on 10 November 2008 already circulated</b>	
3	<b>Matters arising: Progress by sub-groups</b>	
3.1	Communications <ul style="list-style-type: none"> <li>• To discuss spokespersons for the group, CEO to speak for all, medical spokesperson, nursing spokesperson, etc.</li> <li>• Agreement on what messages we wish to take to the coroner</li> </ul>	ST/CS
3.2	Legal issues: monthly report	SK/JH
3.3	Steering Group Terms of Reference: Letter to CEOs from RS attached, with update on progress	
4	<b>Feedback on Actions</b>	
4.1	CHI action plans – all organisations to share progress	MD/ALL
4.2	Progress of history storyboard	PF/LH/SS MD/ST
6	<b>Any other business</b>	
7	<b>Date of next meeting</b> <b>Monday 5<sup>th</sup> January 2009, 11.00 – 12.30, Room 11 Quad Centre, QA (please note change of venue)</b>	

Distribution overleaf

28/11/2008  
Mary Deeks

**Distribution list:**

**Portsmouth City Teaching PCT**

Ben Smith (BS), Susanna Long (SL), Justina Jeffs (JJ)

**Portsmouth Hospitals NHS Trust**

Patricia Radway (PR), Sue Skye (SS), Lesley Humphrey (LH) Alison Stratford (AS), Martin Neil (MN)

**Hampshire Partnership NHS Trust**

Catherine Watson (CW)

**Hampshire PCT**

Richard Samuel (Chairman) (RS), Sara Tiller (ST), Elaine Williams (EW), Mary Deeks (MD)  
David Johnson (DJ) Sue Harriman (SH) Elizabeth Emms (EE) Caroline Searle (CS) Julie Dean (JD)

**South Central Strategic Health Authority**

Benita Playfoot

**Legal Representative**

Stuart Knowles/Jacquie Haines

**RCN Representative**

Betty Woodland (BW)

**RCN Legal Representative**

Chris Green (CG)

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26 November 2008

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**Code A**

To Chief Executives of  
Hampshire Primary Care Trust  
● Portsmouth City Teaching Primary Care Trust  
● Portsmouth Hospitals Trust  
Hampshire Partnership Trust

Dear Colleague

**RE: Coroner's inquests into ten deaths at Gosport War Memorial Hospital 1996-98, scheduled to start on 18<sup>th</sup> March 2009**

In July of this year a Stakeholders' Steering Group was set up to enable co-ordinated preparations for these inquests by NHS organisations in SE Hampshire. I am attaching a copy of the agreed terms of reference for this group, for your information.

In addition, I am attaching an update of what has been achieved by this group to date, and what is yet to be completed. The major piece of outstanding work is our responses as NHS organisations to the recommendations of the 2002 CHI report into services at Gosport War Memorial Hospital. The SHA is asking for each Trust Board's approval of these responses to be submitted to them by the third week in December, enabling them to pass them through their own Board. This is a challenging deadline, but the outcome is something that will give us all reassurance as the time for the inquests to start is fast approaching.

I hope that you find that these arrangements are all satisfactory, but do not hesitate to contact me if you have any queries about this approach.

Yours sincerely

**Richard Samuel**  
Director of Corporate Affairs

## **Coroner's Inquest into ten deaths at Gosport War Memorial Hospital**

### **UPDATE**

#### **Introduction**

In July 2008 the first meeting of the four NHS organisations responsible for providing services at Gosport War Memorial Hospital took place, as the date for the inquests into the deaths of ten patients at Gosport War Memorial Hospital between 1996 and 1998 were approaching.

Since then a steering group has been set up, and terms of reference agreed. This group has met a further three times, and this document presents the progress to date, and outlines the work still to be done. The date for the inquests to start is the 18<sup>th</sup> March 2009, and the coroner has indicated that he expects the duration to be in the region of six weeks.

#### **Progress to date**

1. Legal representation for all the NHS organisations has been agreed, with funding agreed between Hampshire Primary Care Trust and Portsmouth Hospitals NHS Trust.
2. Support for the communications teams from Trimedia has been agreed, funded by HPCT. A crisis communications plan and protocol has been prepared. This is to be implemented by all Trusts.
3. Project Officer to progress matters agreed by the Steering Group appointed, funded by Hampshire Primary Care Trust.
4. Terms of Reference have been agreed.
5. The issue has been logged on the risk register of all organisations.
6. Medical and managerial staff involved in the care of the ten patients have been identified.
7. Documentation relating to the previous enquiries and investigations being centrally held by HPCT has been logged.

#### **Still to be completed**

1. Responses within organisations to the recommendations in CHI report 2002 by all four organisations. To be presented as a work in progress (at worst) at the next meeting of the steering group. Not all organisations will need to respond to each recommendation. To be signed off by Trust Boards and submitted to the SHA by the third week in December, to be signed off by SHA Board.
2. A timeline of organisational and service change in SE Hampshire being developed by PHT.
3. A 'storyboard' of events which took place round each of these patients to establish the chronology being developed by PHT.

#### **Conclusion**

Each Trust must ensure that it has completed its documentation of its response to the CHI report in time for its own Board meeting, enabling it to be submitted to the SHA in December. This involves providing evidence that the organisation in each of its manifestations since 2002 has been continually improving its services, and that sufficient safeguards are in place to ensure that the events being investigated could not happen again now.

28/11/2008

Author:

Mary Deeks

Project Officer (GWMH)