

Hall Sarah - Legal Services PA

From: Skye Sue - Legal Services Manager
Sent: 22 October 2008 21:36
To: Hall Sarah - Legal Services PA
Subject: FW: Gosport War Memorial Hospital Stakeholders Steering Group

Sarah

Please print the email and attachments for my in tray. Give a copy to Jacquie as well please.

Thanks

Sue Skye
 Legal Services Manager
 Portsmouth Hospitals NHS Trust
 Tel [Code A]
 Fax [Code A]

*23/10 Sent apologies
 for Nov. meeting ✓*

From: Deeks, Mary [Code A]
Sent: 22 October 2008 14:04
To: Smith Ben - Risk Manager; suzannah.long [Code A]; Jeffs Justina - Associate Director of Governance; Radway Patricia - Head of Governance; Skye Sue - Legal Services Manager; Humphrey Lesley - Divisional General Manager; Mellor Peter - Company Secretary; Samuel Richard - Hampshire PCT External; Tiller Sara - Hampshire PCT(HPCT) External; Williams Elaine - Hampshire PCT(HPCT) External; Johnson David - Hampshire PCT External; Emms Elizabeth - Head of Adult Services SE; Harriman Sue - Hampshire PCT(HPCT) External; Woodland Betty - PCT Trainer; Watson, Catherine (HantsPT); benita.playfoot [Code A]; Stuart.Knowles [Code A]; [Code A] jonathan.green [Code A]
Cc: kevin.mcnamara [Code A]
Subject: Gosport War Memorial Hospital Stakeholders Steering Group

Dear All

Please find attached the Action Notes arising from the meeting held on the 10th October, together with the Terms of Reference, updated with the input from the meeting.

At the meeting it was agreed to invite Benita Playfoot, Patient Safety lead from the SHA, Elizabeth Emms and Sue Harriman to attend future meetings, and I would be grateful if they could accept this email as their invitation, and let me know if they will be able to attend the meetings. (Dates of the remaining meetings are at the end of the Action Notes.)

I am not yet back to working full time, but will be in the office again on Friday.

Regards

Mary Deeks
 Project Officer (GWMH)
 Hampshire Primary Care Trust

Code A

23/10/2008

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Hampshire 
Primary Care Trust

Friday 10th October 2008, 1.00pm to 2.30pm:
Second Floor Meeting Room,
Omega House, 112 Southampton Road, Eastleigh, SO50 5PB.

***Meeting regarding Gosport War Memorial Hospital –
Coroner's Inquests***

Action Notes

Present:

Richard Samuel (Chair)

David Johnson

Elaine Williams

Sara Tiller

Mary Deeks

Caroline Searle (Trimedia)

Betty Woodland

Peter Mellor

Patricia Radway

Lesley Humphrey

Sue Skye

Stuart Knowles

Julie Dean (Trimedia)

| Item | | Action |
|------|---|--------|
| 1 | Apologies: Jonathan Green, Ben Smith, Catherine Watson | |
| 2 | Action notes from the meeting held on 7 th August were agreed as a true record. | |
| 3 | <p>Matters Arising: progress by sub-groups</p> <p>3.1 Communications: Two representatives from Trimedia were introduced Caroline Searle and Julie Dean. Legal issues: Stuart Knowles from Mills & Reeve introduced himself. Mills & Reeve provide legal advice to HPT, and after discussion between RS and Peter Mellor, it had been decided that Mills & Reeve would represent the NHS in this matter. There was no dissent about this decision.</p> <p>SK has spoken to Mr Bradley, the assistant coroner, and discussed the issue of Article 2 of the Human Rights Act. SK advised that this post-dates the events which the inquest is investigating, and which may not therefore apply. However the Coroner can open his enquiries to be wider-reaching if he wishes.</p> <p>Transfer of Liabilities Order: This document relating to the transfer of liabilities from East Hants PCT to successor organisations shows that the liability for the events at GWMH now lies with Hampshire PCT. As many of the staff involved were and are employed by Portsmouth Hospitals Trust, it has been agreed that costs will be shared by the two organisations.</p> <p>3.2 Staff support: BW, as RCN representative, confirmed that she is happy to continue to support the nursing staff involved, and that the RCN solicitor (JG) will continue to provide support to the RCN</p> | |

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| | <p>members. SK to contact JG in this regard.</p> <p>3.3 LH confirmed that the doctors involved would be supported by PHT.</p> <p>3.5 Steering Group – TOR: agreed with amendments, to be recirculated with these notes.</p> | <p>SK</p> <p>MD</p> |
| 4 | <p>Feedback on Actions</p> <p>4.1 Mapped medical and managerial staff: Work already done by MD to be shared with BW, LH and CW to ensure completeness. When task completed, to be shared with SK.</p> <p>4.3 CHI action plans: PHT and HPCT have prepared separate responses to the CHI recommendations. Evidence of robustness of assurances to be gathered together to enable low-key external review before inquest.</p> <p>4.5 Risk issues update: no changes since last meeting.</p> <p>4.6 Progress of history storyboard: LH working with SK –ongoing.</p> <p>4.7 Renaming of wards: This was discussed. Comms team to bring paper to next meeting on how this is to be handled.</p> <p>4.8 Risk registration of GWMH for all organisations: complete.</p> | <p>MD, BW, LH, CW.</p> <p>MD, LH</p> <p>LH, MD</p> <p>ST, CS, JD</p> |
| 5 | <p>Other Issues</p> <p>5.1 Assurances were given on behalf of Portsmouth Hospitals NHS Trust by Peter Mellor that any staff required to attend the Inquest by the Coroner would be able to go as part of their working hours. LH to raise issue with PCPCT also.</p> <p>5.2 BW had brought documents disclosed to her in 1991 by Sylvia Giffin for the archive held by HPCT at Omega House.</p> <p>5.3 It was agreed to invite Benita Playfoot, Patient Safety Officer at the SHA to join the group, in addition to Elizabeth Emms, Head of Adult Services (SE) for HPCT, and Sue Harriman, Director of Nursing, Therapies and Clinical Standards for HPCT, to join the group.</p> | <p>LH</p> <p>MD</p> <p>MD</p> |
| 6 | <p>Any Other Business</p> <p>It was agreed that dates for meetings up to the commencement of the Inquest would be circulated with the notes of this meeting.</p> | <p>MD</p> |
| 7 | <p>Dates of future meetings</p> <p>Monday 10th November, Board Room, Omega House</p> <p>Monday 8th December, Board Room, Omega House</p> <p>Monday 5th January, Board Room, Omega House</p> <p>Monday 2nd February, Board Room, Omega House</p> <p>Monday 2nd March, Board Room, Omega House.</p> <p>All meetings to take place between 11.00 and 12.30 am.</p> | |

Distribution list**Portsmouth City Teaching PCT**

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

Portsmouth Hospitals NHS Trust

Patricia Radway (PR), Sue Skye (SS), Lesley Humphrey (LH), Peter Mellor (PM)

Hampshire Partnership NHS Trust

Catherine Watson (CW)

Hampshire PCT

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

SHA Representative

Benita Playfoot (BP)

Legal Representative

Stuart Knowles (SK)

RCN Representative

Betty Woodland (BW)

RCN Legal Representative

Jonathan Green (JG)

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TERMS OF REFERENCE

Gosport War Memorial Hospital Inquests Stakeholder Steering Group

1. Status

Hampshire Primary Care Trust (HPCT), Portsmouth Hospitals NHS Trust (PHT), Hampshire Partnership NHS Trust (HPT) and Portsmouth City Teaching Primary Care Trust (PCTPCT) (the Stakeholders) jointly resolve to establish the Gosport War Memorial Hospital Inquests Stakeholder Steering Group (ISSG)

The ISSG will be a non-executive, joint agency group with no executive powers, other than those specifically delegated in these Terms of Reference.

2. Purpose/ Objectives

The purpose of this steering group is to manage all aspects of the activity required to support the processes of the stakeholding organizations in relation to the forthcoming inquests into the deaths of ten patients at Gosport War Memorial Hospital between 1996 and 1999.

These processes will be directed by the Coroner and, through joint agreement, by the Chief Executive Officers of the stakeholding organizations.

The key aims of the ISSG will be to:

- Ensure a coordinated response to matters regarding the Coroner's Inquest;
- Ensure that appropriate support is offered to all staff;
- Provide the Coroner with information as directed in the course of the pre- and inquest phases;
- Through an agreed communications plan, maintain the confidence of patients and public in the services of all organizations involved and delivered by the local NHS;
- Preserve the reputation of the local NHS services involved in the inquests or delivery of local health services;
- Provide advice to stakeholder organizations on the opportunities to integrate clinical governance plans;
- Assure inter-organizational governance plans.

The ISSG will reflect these aims in a project plan which will identify key activities and timelines which will require the approval of the stakeholding organisations. The work of the ISSG will be supported through the appointment of a Project Manager on a fixed term basis.

3. Authority

The ISSG is authorised by the stakeholding organizations to manage the activity required in relation to the aforementioned inquests. This includes the receipt and retention of information from any employee or former employee of the stakeholding organisations.

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The Steering Group will be authorised to obtain outside legal or other independent professional advice or secure the attendance of outsiders with relevant experience and expertise without reference to the stakeholding organisations to which it is jointly accountable within a pre-determined budget.

4. Reporting

The members of the Steering Group will report back to their own organizations as most appropriate, and regular reports will be sent to the South Central Strategic Health Authority.

5. Membership

Richard Samuel, Director of Corporate Affairs HPCT (Chair)
 David Johnson, Company Secretary, HPCT
 Stuart Knowles, Mills & Reeve - legal representative, PHT
 Catherine Watson, Litigation Manager, HPT,
 Jonathan Green, Legal Representative, RCN
 Betty Woodland, RCN Representative
 Elaine Williams, Legal Services Manager, HPCT
 Ben Smith, Risk Manager, PCTPCT,
 Susannah Long, Business Assurance Manager, PCTPCT
 Justina Jeffs, Associate Director of Governance, PCTPCT
 Sue Skye, Legal Services Manager, PHT,
 Lesley Humphrey, DGM, Medicine for Older People, PHT
 Sara Tiller, Assistant Director, Communications, HPCT
 Patricia Radway, Head of Governance, PHT
 Mary Deeks, Project Officer, HPCT
 Benita Playfoot, SCSHA
 Elizabeth Emms, HPCT
 Sue Harriman, HPCT

(Kevin McNamara, South Central SHA, to be copied in for information)

6. Quorum

A meeting shall be quorate as long as representatives from both Portsmouth Hospitals Trust and Hampshire PCT are present, and the total numbers are six or more.

7. Action Notes

The ISSG will be supported by the Project Manager who will ensure all actions arising from meetings are recorded and that papers are coordinated and circulated, and that necessary steps are taken to further the work of the Steering Group.