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Hampshire **NHS**  
Primary Care Trust

**Thursday 8 August 2008**

**12.30pm to 2.00pm : PCT Board Room, Omega House, 112 Southampton Road, Eastleigh, SO50 5PB.**

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

**Action Notes**

Item		Action
1	<b>Welcome and introductions:</b> RS welcomed those present and introductions were made and apologies given by Lesley Humphrey, Betty Woodland and Jonathan Green	
2	Action notes of previous meeting held on 7 July 2008 agreed.	
3.	<b>Matters arising</b>	
3.1	Progress by steering groups:	
3.1.1	Communications: Initial discussions with media agency started. To be invited to attend next meeting of this group.	ST
3.1.2	Legal issues: <ul style="list-style-type: none"> <li>List of areas for legal input received from KB</li> <li>Transfer documents regarding liabilities transferred to be found.</li> <li>After discussion about which organisations carried most liability, agreed that letter suggesting way forward be sent to PHT</li> </ul>	MD RS
3.1.3	Staff support (GMC) – next meeting	
3.1.4	Staff support - Medical – next meeting	
3.1.5	Action Team Terms of Reference PR had drafted some TOR. Contributions taken in meeting. To be incorporated and circulated for comment. Further comments to be incorporated, then circulated for approval by individual organisations	MD ALL MD
4	<b>Feedback on Actions – Phase 1</b>	
4.1	Agreement on legal representation – see item 3.1.2	
4.2	Project officer appointment – Mary Deeks in post	
4.3	Medical & managerial staff mapping <ul style="list-style-type: none"> <li>Document from LH received</li> <li>CW to email further document to MD</li> </ul> <i>NB When emailing any confidential material please use nhs.net address. See end of Action Notes for MD's email addresses</i> <ul style="list-style-type: none"> <li>Files to be searched for relevant documents – send to MD for incorporation to master list, mapping staff to patients</li> </ul>	CW MD/ALL
4.4	Rationale for decision by Ministry of Justice For next meeting	RS
4.5	Preparation for pre-inquest review meeting Chairman's letter to be drafted to Coroner, agreed by all four	RS

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	organisations, then sent, letting him know that the NHS organisations are working as one as an interested party.	
4.6	CHI Action Plans Spreadsheet of CHI recommendations and organisations' responses to be completed by all organisations. Template to be circulated.	ALL MD
4.7	Consider external audit of CHI action plans Next meeting	ALL
4.8	Issues Board update Next meeting	PF
4.9	Progress of Storyboard History Next meeting	PF/LH/SS
4.10	Outcome of Dr Baker's audit Next meeting	RS
<b>5</b>	<b>Any other Business</b>	
5.1	Files on history of GWMH to be checked for Covenants/reasons why ward names may not be changed. Clinicians would like to in order to remove stigma associated with them.	MD/ST
5.2	Issue of reputational risk raised. Organisations to check that this issue is on their Risk Registers.	ALL
<b>6</b>	<b>Date of next meeting</b> <b>Friday 5<sup>th</sup> September 2008, 2.00 – 3.30pm, 2<sup>nd</sup> floor meeting room, Omega House.</b>	

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