

**Skye Sue - Legal Services Manager**

**From:** Johnson, David [Code A]  
**Sent:** 03 October 2008 18:29  
**To:** Deeks, Mary; 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; Forsyth Pat - Communications Manager; Humphrey Lesley - Divisional General Manager; Watson Catherine - Hants PT(SW) External; Samuel Richard - Hampshire PCT External; Tiller Sara - Hampshire PCT(HPCT) External; Williams Elaine - Hampshire PCT(HPCT) External; kbhogal@[Code A] Woodland Betty - PCT Trainer; jonathan.greer@[Code A]  
**Cc:** Wright Janet - Secretary  
**Subject:** GWMH Inquest Stakeholders' Steering Group Meeting 10.10.08

Dear all

Please find attached the Agenda for the next Steering Group meeting which is due to take place on Friday 10<sup>th</sup> October, from 1.00 p.m. to 2.30 p.m. in the Second Floor Meeting Room at Omega House.

Also attached is a revised draft of the Terms of Reference which incorporates suggestions that have been sent in by Group members. The changes are underlined to draw attention to them to aid discussion at the meeting.

If there are items missing from this Agenda please accept my apologies - perhaps we could cover them under AOB.

If you had not already heard, Mary Deeks unfortunately had an accident last week and broke a few bones. She is, however, already recovering well and is hoping to attend the meeting.

Please let me know if you are unable to attend this meeting.

I look forward to seeing you next Friday.

With kind regards.

David

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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 for the stakeholding organisations 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 co-ordinated 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 organisations 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 organisations on the opportunities to integrate clinical governance plans;
- Assure inter-organisational 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, funding to be agreed.

#### 3. Authority

The ISSG is authorised by the stakeholding organisations to manage the activity required in relation to the aforementioned inquests. This includes the receipt and

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retention of information from any employee or former employee of the stakeholding organisations.

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 Performance & Standards HPCT (Chair)
Kiran Bhogal	Beachcroft - Legal Representative, HPCT
Jacque Haines	Mills & Reeve - Legal Representative, PHT
Catherine Watson	Litigation Manager, HPT
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
Pat Forsyth	Communications Manager, PHT
Patricia Radway	Head of Governance, PHT
Mary Deeks	Project Officer, HPCT

Co-opted members as necessary to fulfill the objectives of the Group.

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

### 6. Quorum

A meeting shall be quorate as long as each stakeholder organisation has one representative 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 co-ordinated and circulated, and that necessary steps are taken to further the work of the Steering Group.