

**Skye Sue - Legal Services Manager**

**From:** Deeks, Mary [Code A]  
**Sent:** 29 August 2008 12:18  
**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; 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; kbhoga [Code A]; Woodland Betty - PCT Trainer; jonathan.green [Code A]; Johnson David - Hampshire PCT External  
**Cc:** Wright Janet - Secretary  
**Subject:** September meeting GWMH Inquest Stakeholders' Steering Group meeting

Dear All

Please find attached the agenda for this meeting which is due to take place on Friday September 5<sup>th</sup>, at 2.00 – 3.30 in the second floor meeting room at Omega House.

I also attach a revised draft of the terms of reference. I have incorporated suggestions that have been sent in by group members, but underlined them to draw attention to them to aid discussion at them meeting.

Regards

Mary Deeks  
Project Officer - GWMH  
Hampshire Primary Care Trust

Tel: [Code A]  
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[Code A]

*1-03 train*

## Gosport War Memorial Hospital Inquests Stakeholder Steering Group

Friday 5 September 2008, 2.00pm to 3.30pm  
2<sup>nd</sup> Floor Meeting Room, Omega House,  
112 Southampton Road, Eastleigh, SO50 5PB.

### AGENDA

Item		
1	<b>Apologies:</b> Patricia Radway, Catherine Watson	
2	<b>To agree the Action Notes of the meeting held on 7 August 2008</b>	
3	<b>Matters arising: Progress by sub-groups</b>	
3.1	Communications	ST/PF
3.2	Legal issues	KB/SS
3.3	Staff support (GMC)	?
3.4	Medical staff support	?
3.5	Steering group – TOR	PR
4	<b>Feedback on Actions</b>	
4.1	Mapped medical and managerial staff	ALL
4.2	Rationale for decision by Ministry of Justice	RS
4.3	Preparation for pre-inquest review meeting	RS
4.4	CHI action plans	ALL
4.5	Consider external audit of CHI action plans	ALL
4.6	Risk issues update	PF
4.7	Progress of history storyboard	PF/LH/SS
4.8	Outcome of Dr Baker's audit	RS
4.9	Renaming of wards	MD/ST
4.10	Risk Registration of GWMH for all organisations	ALL
5	<b>Any other business</b>	
6	<b>Date of next meeting</b> Friday 10 <sup>th</sup> October 2008, 1.00 – 2.30, 2 <sup>nd</sup> Floor Meeting Room, Omega House	

Distribution overleaf

02/09/2008  
Mary Deeks

**Distribution list:**

Portsmouth City Teaching PCT –  
Ben Smith (BS), Suzanna Long (SL), Justina Jeffs (JJ)

Portsmouth Hospitals NHS Trust –  
Patricia Radway (PR), Sue Skye (SS), Pat Forsyth (PF), Lesley Humphrey (LH)

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)  
HPCT Legal representative – Kiran Bhogal (KB)

RCN Rep –  
Betty Woodland (BW)  
RCN Legal representative –  
Jonathan Green (JG)

**CONFIDENTIAL****D R A F T V2****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 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, funding to be agreed.

**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

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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. Budgetary arrangements in attached schedule.

### 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, HPCT (Chair)  
 Kiran Bhogal, legal representative – HPCT  
 Jacquie 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 organization 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 coordinated and circulated, and that necessary steps are taken to further the work of the Steering Group.