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Hampshire **NHS**
Primary Care Trust

Thursday 7 August 2008, 1.00pm to 2.30pm:
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	Welcome and introductions: 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.	Matters arising	
3.1	Progress by steering groups:	
3.1.1	Communications: Initial discussions with Trimedia agency started. To be invited to attend next meeting of this group.	ST
3.1.2	Legal issues: <ul style="list-style-type: none"> List of areas for legal input received from KB Transfer documents regarding liabilities transferred to be found. NHSLA to be informed. After discussion about which organisations carried most liability, PHT and HPCT to discuss best way forward 	MD SS RS/PR
3.1.3	Staff support (GMC) – next meeting	? BW
3.1.4	Staff support - Medical – next meeting	?
3.1.5	Action Team Terms of Reference PR had drafted and circulated some TOR. Further contributions taken in meeting, to be incorporated and re-circulated for comment. Any further comments to be incorporated, then circulated for approval by individual organisations	MD ALL MD
4	Feedback on Actions – Phase 1	
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"> Document from LH received CW to email further document to MD <i>NB Sensitive material to be sent via NHSNet for security. See end of Action Notes</i> <ul style="list-style-type: none"> Files to be searched for relevant documents – send to MD for incorporation to master list, mapping staff to patients 	CW MD/ALL
4.4	Rationale for decision by Ministry of Justice Next meeting	RS
4.5	Preparation for pre-inquest review meeting Chairman's letter to be drafted to Coroner, agreed by all four organisations, then sent, letting him know that the NHS organisations are working as one as an interested party.	RS/ALL

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Item		Action
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	Risk issues 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
5	Any other Business	
5.1	Files on history of GWMH to be checked for Covenants/reasons why ward names may not be changed. Clinicians would like to change them in order to remove name association with the present day.	MD/ST
5.2	Issue of reputational risk raised. Organisations to check that this issue is on their Risk Registers.	ALL
6	Date of next meeting Friday 5th September 2008, 2.00 – 3.30pm, 2nd floor meeting room, Omega House.	
7	Date of October Meeting – to be circulated later	

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Hampshire Partnership Trust –
 Catherine Watson (CW)

Hampshire PCT –
 Richard Samuel (Chairman) (RS), Sara Tiller (ST), Elaine Williams (EW), Mary Deeks (MD)
 HPCT Legal Representative – Kiran Bhogal (KB)

RCN rep – Betty Woodland (BW)
 RCN Legal Representative - Jonathan Green (JG)

26/08/2008
 Mary Deeks