

## Skye Sue - Legal Services Manager

---

**From:** Skye Sue - Legal Services Manager  
**Sent:** 12 August 2008 14:43  
**To:** 'Deeks, Mary'; Smith Ben - Risk Manager; Long Susannah - Business Assurance Manager; Jeffs Justina - Associate Director of Governance; Radway Patricia - Head of Governance; Forsyth Pat - Communications Manager; Humphrey Lesley - Divisional General Manager; Watson Catherine - Hants PT(SW) External; Samuel Richard - Hampshire PCT External; Till, Pamela; Williams Elaine - Hampshire PCT(HPCT) External; kbhogal( Code A); Woodland Betty - PCT Trainer; jonathan.green( Code A)  
**Cc:** Wright Janet - PA to Head of Governance; JacquieHaines (M&R) (E-mail)  
**Subject:** RE: GWMH ISSG Terms of Reference

For information, I have spoken to Helen Dawson at the NHSLA today and informed her about these forthcoming Inquests and how we are handling the issue. She has taken down brief details and would like to be updated about how things are going to proceed once we have had the pre-Inquest meeting with the Coroner.

Sue Skye  
 Legal Services Manager  
 Portsmouth Hospitals NHS Trust

**Code A**

-----Original Message-----

**From:** Deeks, Mary( Code A)  
**Sent:** 11 August 2008 15:47  
**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; Till, Pamela; Williams Elaine - Hampshire PCT(HPCT) External; kbhogal( Code A); Woodland Betty - PCT Trainer; jonathan.green( Code A)  
**Cc:** Wright Janet - PA to Head of Governance  
**Subject:** GWMH ISSG Terms of Reference

Dear All

I attach the first revision of the terms of reference drafted by Patricia Radway, in which I hope I have incorporated all the suggestions and amendments that arose out of the meeting last Thursday. (Action 3.1.5 from the last Action Notes.)

Can you take a look at them and let me know any glaring errors before **Friday 15<sup>th</sup>**, and then I will re-circulate a final version for approval by individual organisations early the following week. I am afraid I don't have a note of the legal representative for Portsmouth Hospitals Trust, so if someone could let me have that, I will insert it. Thanks for your help.

Regards

Mary Deeks  
 Project Officer - GWMH  
 Hampshire Primary Care Trust

**Code A**