

**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**

**AGENDA**

| Item |   |   |
|------|---|---|
| 1    | <b>Welcome and introductions:</b>   | Richard Samuel                                  |
|      | <b>Apologies:</b>   | Betty Woodland, Jonathan Green, Lesley Humphrey |
| 2    | <b>To agree the Action Notes of the meeting held on 7 July 2008</b>                                   |   |
|      |   | (RS)  |
|      | <b>Matters arising:</b>   |   |
|      | <b>3 Progress by steering groups:</b>   |   |
|      | i) Communications   | (ST/PF)   |
|      | ii) Legal issues  | (KB/EW)   |
|      | iii) Staff support (GMC)  | ?   |
|      | iv) Medical staff support   | ?   |
|      | v) Action Team – TOR  | (PR)  |
| 3    | <b>Feedback on Actions – Phase 1</b>  |   |
|      | i) formal agreement about legal representation  | (ALL)   |
|      | ii) project officer appointment   | (EW)  |
|      | iii) mapped medical and managerial staff  | (ALL)   |
|      | iv) shared documentation  | (ALL)   |
|      | v) Action Team TOR agreement  | (PR)  |
|      | vi) Brief of areas of likely legal advice and cost potential  | (KB)  |
|      | vii) Rationale for decision by Ministry of Justice  | (RS)  |
|      | viii) Preparation for pre-inquest review meeting  | (ALL)   |
|      | ix) Correspondence with Coroner prior to PIR meeting  | (RS/KB)   |
|      | x) Transfer documents   | (ALL)   |
|      | xi) CHI Action Plans  | (ALL)   |
|      | xii) Consider external audit of CHI Action Plan outcomes  | (ALL)   |
|      | xiii) Issues Board update   | (PF)  |
|      | xiv) Media update   | (ST/PF)   |
|      | xv) Progress of Storyboard history  | (PF/LH/SS)                                      |
|      | xvi) Outcome of Dr Richard Baker's Audit  | (RS)  |
| 4    | <b>Any other business</b>   |   |
| 5    | <b>Date of next meeting<br/>Friday 29 August 2008, between 12 and 3 pm, same venue (to be agreed)</b> |   |

I'm on leave

(Distribution list on page 2)

**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)  
HPCT Legal representative – Kiran Bhogal (KB)

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

Elaine Williams  
28 July 2008