

**Skye Sue - Legal Services Manager**

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**From:** Zabiela, Jackie [Code A]  
**Sent:** 16 June 2008 12:37  
**To:** Smith Ben - Risk Manager; sukie.long@ports.nhs.uk; Skye Sue - Legal Services Manager; King Sheena - Head of Risk Management, Complaints & Legal Services; Woodland Betty - PCT Trainer; betty.woodland; Watson Catherine - Hants PT(SW) External; Kbhogal [Code A]  
**Cc:** Jeffs Justina - Associate Director of Governance; Dalton Rob - Director of Corporate Affairs; Clapper Andy - Hants PT(SW) External; Samuel Richard - Hampshire PCT External; Williams Elaine - Hampshire PCT(HPCT) External  
**Subject:** Gosport War Memorial Hospital Coronors- Meeting to discuss way forward  
**Importance:** High

Dear All

Further to recent communications with either yourselves or your secretaries/PA's, as requested by Richard Samuel, Director of Corporate Affairs, Hampshire PCT, I confirm that I have arranged a meeting to discuss the above as follows:

Monday 7 July 2008      12.30pm – 2.00pm      Board Room, First Floor, Omega House (Hampshire PCT HQ)

I have attached directions to Omega House for your information. On arrival could you please report in to Reception who will inform me of your arrival.

I would greatly appreciate it if you could confirm attendance. Thank you.

Justina Jeffs, Rob Dalton and Andy Clapper – I apologise that I could not arrange this meeting on a date convenient for you all.

Jackie Zabiela  
Governance Administrator  
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Omega House  
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**Code A**