

Message

From: Radway Patricia - Head of Governance; [Code A]
Sent: 15/08/2008 13:02:01
To: [Code A]
CC: Mellor Peter - Company Secretary; [Code A]
Subject: FW: GWMH ISSG Terms of Reference
Attachments: 110808 draft tor v 2 60808.doc

[Code A] - I have updated the terms of reference with [Code A] name as PHT legal rep who should be invited to meetings – she is based at St Mary's Hospital and can be contacted via [Code A] office.

Also we need to add what would be considered a quorum, I have suggested that all stakeholders should have at least one rep present? Happy to discuss.

Cc Peter – for information – draft tor subject to ratification and approval by stakeholding CEOs.

Regards

Patricia

Patricia Radway
 Head of Governance
 Portsmouth Hospitals NHS Trust

[Code A]

From: [Code A]
Sent: 11 August 2008 15:47
To: [Code A] - Risk Manager; [Code A] - Business Assurance Manager; Jeffs Justina - Associate Director of Governance; Radway Patricia - Head of Governance; [Code A] - Legal Services Manager; [Code A] - Communications Manager; Humphrey Lesley - Divisional General Manager; [Code A] - Hants PT(SW) External; Samuel Richard - Hampshire PCT External; [Code A] - Hampshire PCT(HPCT) External; [Code A] - PCT Trainer; [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 15th**, 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

Code A

Project Officer - GWMH

Hampshire Primary Care Trust

Tel:

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