

CONFIDENTIAL

D R A F T V2

TERMS OF REFERENCE

Gosport War Memorial Hospital Inquests Stakeholder Steering Group

1. Status

Hampshire Primary Care Trust, Portsmouth Hospitals NHS Trust, Hampshire Partnership NHS Trust and Portsmouth City Primary Care Trust (the Stakeholders) jointly resolve to establish the Gosport War Memorial Hospital Inquests Stakeholder Steering Group (ISSG)

The ISSG will be a non-executive, joint agency group with no executive powers, other than those specifically delegated in these Terms of Reference.

2. Purpose/ Objectives

The purpose of this steering group is to take responsibility for managing all aspects of the activity required to support the processes required of the stakeholding organizations in relation to the forthcoming inquests into the deaths of ten patients at Gosport War Memorial Hospital between 1996 and 1999.

These processes will be directed by the Coroner and, through joint agreement, by the Chief Executive Officers of the stakeholding organizations.

The key aims of the ISSG will be to:

- Ensure a single, coordinated response to matters regarding the Coroner's Inquest;
- Support Staff involved in the events surrounding the deaths and subsequent investigations;
- Provide the Coroner with information as directed in the course of the pre- and inquest phases;
- Through an agreed communications plan, maintain the confidence of patients and public in the services of all organizations involved;
- Preserve the reputation of the local NHS services involved in the inquests;
- Integrate clinical governance plans.

The ISSG will reflect these aims in a project plan which will identify key activities and timelines which will require the approval of the stakeholding organisations. The work of the ISSG will be supported through the appointment of a Project Manager.

3. Authority

The ISSG is authorised by the stakeholding organizations to which it accounts to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee or former employee, and all employees are directed to co-operate with any request made by the Steering Group.

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The Steering Group will be authorised to obtain outside legal or other independent professional advice or secure the attendance of outsiders with relevant experience and expertise without reference to the stakeholding organisations to which it is jointly accountable within a pre determined budget.

4. Reporting

The Steering Group will report to the executive committees of the stakeholding organizations and will report on a regular basis to the South Central Strategic Health Authority.

5. Membership

Richard Samuel, HPCT (Chair)

Code B legal representative – HPCT

Code B legal representative, PHT

Patricia Radway, Head of Governance, PHT

Catherine Watson, Litigation Manager, HPT,

Elaine Williams, Legal Services Manager, HPCT

Code A PCPCT,

Code A PCPCT

Justina Jeffs, PCPCT

Code A Legal Services Manager, PHT,

Lesley Humphreys, DGM, Medicine for Older People, PHT

Sara Tiller, Assistant Director, Communications, HPCT

Code A Communications Manager, PHT

Co-opted members as necessary to fulfill the objectives of the Group.

Code A South Central SHA, to be copied in for information)

6. Action Notes

The ISSG will be supported by the Project Manager who will ensure all actions arising from meetings are recorded and that papers are coordinated and circulated, and that necessary steps are taken to further the work of the Steering Group.

7. QUORUM

8. The meeting will be quorate if there is at least one representative from each stakeholding organization??