

BIF 5/1/09

**Watson Catherine**

**From:** Deeks, Mary  
**Sent:** 24 December 2008 13:36  
**To:** [Code A] Radway Patricia - Head of Governance;  
 [Code A]  
 [Code A] Samuel, Richard; Williams, Elaine; Johnson, David; Emms, Elizabeth; Scammell Toni - Modern Matron; Harriman, Sue; Tiller Sara; Julie Dean;  
 [Code A] Long Susannah - Business Assurance Manager; Jeffs Justina - Associate Director of Governance; [Code A] Green Chris; Woodland Betty - PCT Trainer; Benita Playfoot; Stuart Knowles; Watson Catherine; Shirley Pat; [Code A]  
**Cc:** Wright Janet - PA to Head of Governance; Long Rachel; [Code A]  
 [Code A] Lesley Humphrey; Jacqueline Haines  
**Subject:** Agenda for next meeting of GWMHCISG - 5th January 2009  
**Attachments:** 090105 GWMHCISG Agenda.doc; 081224 Gosport War Memorial Hospital St Gp strategic aims.doc; 081224 CHI front page.doc

Dear All

Please find attached the Agenda for the next GWMH CISSG meeting on January 5<sup>th</sup> (at QA) and an updated strategic aims document.

I also attach a copy of a page to act as a template for the front page for all our CHI recommendations response documents. Please amend to fit your organisation, including footnote.

Happy Christmas one and all.

Regards

Mary Deeks  
 Project Officer (GWMH)  
 Hampshire Primary Care Trust  
 HQ, Omega House  
 112 Southampton road  
 Eastleigh, SO50 5PB

5/1/09: e-mailed Mary Deeks  
 re-apologies for CW.  
 Telephoned Sue Skye to ask  
 her to give CW's apologies

Tel: [Code A] Direct dial  
 Tel: 023 8062 7444 Office  
 Fax: 023 80622976 (Safe Haven)  
 Email: [Code A]  
 Secure NHS email: [Code A]

**Please use NHSmail for all personal identifiable data and notify me at [Code A] of its transmission**

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## Gosport War Memorial Hospital Inquests Stakeholder Steering Group

Monday 5 January 2009, 11.00 a.m. to 12.30 pm  
Room 11, Quad Centre, Queen Alexandra Hospital,  
Southwick Hill Road, Cosham , Hampshire, PO6 3LY

### AGENDA

Item		
1	<b>Apologies:</b> None received at the time of distributing agenda.	
2	<b>To agree the Action Notes of the meeting held on 8<sup>th</sup> December circulated earlier</b>	
3	<b>Matters arising: Progress by sub-groups</b>	
3.1	Update on documents circulated for comment: <ul style="list-style-type: none"> <li>• LH's statement;</li> <li>• Storyboard</li> </ul>	SK PR
3.2	Communications : <ul style="list-style-type: none"> <li>• Update on preparation of packs of information for different groups of staff/media</li> <li>• Strategic plan for attendance at inquest by representatives of NHS</li> <li>• Update on preparation of manual to help organisations through the inquest period.</li> </ul>	ST/CS/JD
3.3	Legal issues: monthly report	SK
4	<b>Feedback on Actions</b>	
4.1	CHI action plans – to share progress as Eileen Spiller starts her assurance exercise	MD/ALL
4.2	Strategic aims of group – amended draft attached with agenda for discussion and approval.	RS
5	<b>Any other business</b>	
6	<b>Date of next meeting</b> Monday 2 <sup>nd</sup> February 2009, 11.00 – 12.30, Board Room A, <u>Omega House.</u> <b>This will be the penultimate meeting of the Steering Group.</b>	

Distribution overleaf

29/12/2008  
Mary Deeks

**Distribution list:**

**Portsmouth City Teaching PCT**

Ben Smith (BS), Susanna Long (SL), Justina Jeffs (JJ)

**Portsmouth Hospitals NHS Trust**

Peter Mellor (PM), Patricia Radway (PR), Sue Skye (SS), Allison Stratford (AS), Martin Neil (MN),  
Emma Topping (ET)

**Hampshire Partnership NHS Trust**

Catherine Watson (CW) Pat Shirley (PS)

**Hampshire PCT**

Richard Samuel (Chairman) (RS), Sara Tiller (ST), Elaine Williams (EW), Mary Deeks (MD)  
David Johnson (DJ) Sue Harriman (SH) Elizabeth Emms (EE) Caroline Searle (CS) Julie Dean (JD)  
Toni Scammell (TS)

**South Central Strategic Health Authority**

Benita Playfoot

**Legal Representative**

Stuart Knowles/Jacquie Haines

**RCN Representative**

Betty Woodland (BW)

**RCN Legal Representative**

Chris Green (CG)

29/12/2008

Mary Deeks