

**Watson Catherine**

**From:** Deeks, Mary  
**Sent:** 19 November 2008 10:59  
**To:** [Code A] Humphrey Lesley - Divisional General Manager; Watson  
 [Code A] Lond. Susannah - Business Assurance Manager;  
 [Code A] Harriman, Sue; Emms, Elizabeth  
**Cc:** [Code A] Samuel, Richard; Williams, Elaine; Benita Playfoot;  
 [Code A]  
**Subject:** FW: CHI recommendations re GWMH  
**Importance:** High

Dear All

I am forwarding for information an email from Mills & Reeve, the legal firm representing us all in the GWMH coroner's inquests.

I have confirmed that the meeting with Stuart Knowles, our solicitor, to go through the responses of each organisation to the CHI recommendations will take place on **4<sup>th</sup> December in the morning**. Since there are four organisations it may be that the meetings can be staggered through the morning to accommodate diaries a little, but as this is the window of opportunity to get legal advice on work done in response to the CHI report, it is important that we take advantage of it.

To reiterate my earlier email to some of you, the format for the CHI responses will be the same for all organisations, and will use the Root Cause Analysis report template to be found under the 'examples' link on the NPSA website <http://www.npsa.nhs.uk/nrls/improvingpatientsafety/patient-safety-tools-and-guidance/rootcauseanalysis/rca-investigation-report-tools/>. This means that there will be four different reports, but by using the same format they should be more user friendly. It is the format requested by the SHA.

After being reviewed by Stuart Knowles they need to be approved by each organisation's Board, and submitted to the SHA in order to pass their Board in January 2009.

**I would be grateful if I could have prompt confirmation from each organisation that they will have a representative to attend QA hospital with your organisation's response to the CHI recommendations on the morning of 4<sup>th</sup> December 2008, and who that representative will be**, so that I can give that information to Mills & Reeve.

I look forward to hearing from you. I am very willing to discuss this if this will help, bearing in mind that I am only working in the mornings this week.

Regards

Mary Deeks  
 Project Officer (GWMH)  
 Hampshire Primary Care Trust  
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 Eastleigh, SO50 5PB

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**From:** Jacqueline Haines [mailto:**Code A**]  
**Sent:** 18 November 2008 16:40  
**To:** Deeks, Mary  
**Cc:** Debbie Watts; Stuart Knowles  
**Subject:** RE: CHI recommendations re GWMH

Mary

Thank you for this. I have asked my secretary, Debbie Watts to contact you with regard to several meetings she is arranging, with Stuart on 3rd and 4th December and possibly 2nd also. I would be grateful if you could discuss with her whether there are other people you think should also be invited to attend. One of those meetings will be to discuss the response to the CHI report - I would really like to have the response in good order to run past Stuart by then. Could you co ordinate those involved to ensure that there is a single working document for Stuart to look at when he comes down?

Also we have received confirmation from the Coroner that he is happy to return the medical records provided that we make them available for use at the inquest which of course we will do. I think that it would be helpful for Stuart and I if they could be sent to Mills and Reeve so that we can refer to them as necessary - are you happy for us to arrange for them to be sent to us?

I look forward to hearing from you.

Many thanks

Best regards

**Jacquie Haines**  
 Senior Solicitor  
 for Mills & Reeve LLP

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**From:** Deeks, Mary [mailto:**Code A**]  
**Sent:** 18 November 2008 10:47  
**To:** Humphrey Lesley - Divisional General Manager; **Code A** Long Susannah -  
 Business Assurance Manager; **Code A** Watson, Catherine (HantsPT-SW); Harriman, Sue;

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Emms, Elizabeth; Stuart Knowles; Jacqueline Haines

**Cc:** Wright Janet - PA to Head of Governance; Scammell, Toni (HPCT-SE); Williams, Elaine; Tiller, Sara

**Subject:** CHI recommendations re GWMH

Dear All

Following the last meeting of the steering group preparing for the inquests into deaths at Gosport War Memorial Hospital, I have followed up with Benita Playfoot, the SHA member of the group, on what format the document which demonstrates our response to the CHI recommendations should have. The benefits of us all using the same format are not difficult to see, and since this is the format the SHA want (and it does seem user friendly) it seems best for us all to use the same one. I am forwarding the link to the NPSA website where examples can be found.

<http://www.npsa.nhs.uk/nrls/improvingpatientsafety/patient-safety-tools-and-guidance/rootcauseanalysis/rca-investigation-report-tools/>

I am sorry if you have already started using a different format, but I think that any work already done should be transferable to the new format without too much work. It is not necessary for each organisation to provide responses to each recommendation, only to those which apply to their part in the service. NB: It is important to ensure that all staff working at the hospital are aware of risk reporting procedures, and that the appropriate training and information sharing processes are in place.

Benita suggests that we save the documents that we wish to use as evidence, eg Board papers, policy documents, etc, to a webpage, and then provide hyperlinks within the timeline to them, which would save having to accumulate a pile of papers. These could then be reviewed by an external person without having to physically visit Hampshire. I will investigate with our IT department how this is managed, and will provide an update as soon as I know how this can be achieved.

For ease of reference I am attaching a copy of the spreadsheet I prepared earlier in the year which lists all the recommendations.

**Can I remind you that Benita wishes a final copy of this document to go to the SHA Board in January at the latest, and that it was agreed at the last meeting that first drafts would be shared in the December meeting of the steering group, prior to going to the Boards of each organisation for sign-off. This is a high profile piece of work, which needs to be done well and promptly.**

The notes from the last meeting will be circulated soon.

Please feel free to contact me with any queries regarding this, bearing in mind that this week I will not be in the office in the afternoons.

Thank you all for your help.

Regards

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