

## Gosport War Memorial Hospital Inquests Stakeholder Steering Group

Friday 10 October 2008, 1.00 p.m. to 2.30 p.m.  
2<sup>nd</sup> Floor Meeting Room, Omega House,  
112 Southampton Road, Eastleigh, SO50 5PB

### AGENDA

Item		
1	<b>Apologies:</b> Jonathan Green	
2	<b>To agree the Action Notes of the meeting held on 7 August 2008 already circulated</b>	
3	<b>Matters arising: Progress by sub-groups</b>	
3.1	Communications (Trimedia)	ST/PF
3.2	Legal issues	RS/KB
3.3	Staff support (GMC)	BW
3.4	Medical staff support	LH/BW
3.5	Steering Group – TOR	PR
4	<b>Feedback on Actions</b>	
4.1	Mapped medical and managerial staff	MD
4.2	Stage Two action planning	RS
4.3	CHI action plans	MD
4.4	Consider external audit of CHI action plans	ALL
4.5	Risk issues update	PF
4.6	Progress of history storyboard	PF/LH/SS
4.7	Renaming of wards	MD/ST
4.8	Risk Registration of GWMH for all organisations	ALL
4.9		
5	<b>Other Issues</b>	
5.1	Staff attendance at Coroner's and GMC Hearings	RS
5.2	Further documents to consider	BW
5.3	SHA membership of Group	RS
6	<b>Any other business</b>	
7	<b>Date of next meeting</b> <b>Monday 10<sup>th</sup> November 2008, 2.00 – 3.30, Board Room, Omega House</b>	

Distribution overleaf

20/10/2008  
David Johnson

**Distribution list:****Portsmouth City Teaching PCT**

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

**Portsmouth Hospitals NHS Trust**

Patricia Radway (PR), Sue Skye (SS), Pat Forsyth (PF), Lesley Humphrey (LH)

**Hampshire Partnership NHS Trust**

Catherine Watson (CW)

**Hampshire PCT**

Richard Samuel (Chairman) (RS), Sara Tiller (ST), Elaine Williams (EW), Mary Deeks (MD)  
David Johnson (DJ)

**Legal Representative**

Kiran Bhogal (KB)

**RCN Representative**

Betty Woodland (BW)

**RCN Legal Representative**

Jonathan Green (JG)

20/10/2008

David Johnson

# CONFIDENTIAL

## DRAFT V2

### TERMS OF REFERENCE

#### Gosport War Memorial Hospital Inquests Stakeholder Steering Group

#### 1. Status

Hampshire Primary Care Trust (HPCT), Portsmouth Hospitals NHS Trust (PHT), Hampshire Partnership NHS Trust (HPT) and Portsmouth City Teaching Primary Care Trust (PCTPCT) (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 manage all aspects of the activity required to support the processes for the stakeholding organisations 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 co-ordinated response to matters regarding the Coroner's Inquest;
- Ensure that appropriate support is offered to all staff;
- 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 organisations involved and delivered by the local NHS;
- Preserve the reputation of the local NHS services involved in the inquests or delivery of local health services;
- Provide advice to stakeholder organisations on the opportunities to integrate clinical governance plans;
- Assure inter-organisational 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 on a fixed term basis, funding to be agreed.

#### 3. Authority

The ISSG is authorised by the stakeholding organisations to manage the activity required in relation to the aforementioned inquests. This includes the receipt and

20/10/2008

Incorporating suggestions from Pat Radway and Susannah Long

## CONFIDENTIAL

retention of information from any employee or former employee of the stakeholding organisations.

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 members of the Steering Group will report back to their own organizations as most appropriate, and regular reports will be sent to the South Central Strategic Health Authority.

#### 5. Membership

Richard Samuel	Director of Performance & Standards HPCT (Chair)
Kiran Bhogal	Beachcroft - Legal Representative, HPCT
Jacque Haines	Mills & Reeve - Legal Representative, PHT
Catherine Watson	Litigation Manager, HPT
Elaine Williams	Legal Services Manager, HPCT
Ben Smith	Risk Manager, PCTPCT
Susannah Long	Business Assurance Manager, PCTPCT
Justina Jeffs	Associate Director of Governance, PCTPCT
Sue Skye	Legal Services Manager, PHT
Lesley Humphrey	DGM, Medicine for Older People, PHT
Sara Tiller	Assistant Director, Communications, HPCT
Pat Forsyth	Communications Manager, PHT
Patricia Radway	Head of Governance, PHT
Mary Deeks	Project Officer, HPCT

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

(Kevin McNamara, South Central SHA, to be copied in for information)

#### 6. Quorum

A meeting shall be quorate as long as each stakeholder organisation has one representative present and the total numbers are six or more.

#### 7. 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 co-ordinated and circulated, and that necessary steps are taken to further the work of the Steering Group.