

CONFIDENTIAL**D R A F T V 2****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 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 coordinated 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 organizations 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 organizations on the opportunities to integrate clinical governance plans;
- Assure inter-organizational 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 organizations to manage the activity required in relation to the aforementioned inquests. This includes the receipt and

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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. Budgetary arrangements in attached schedule.

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, HPCT (Chair)
 Kiran Bhogal, legal representative – HPCT
 Jacquie 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 organization 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 coordinated and circulated, and that necessary steps are taken to further the work of the Steering Group.

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 Omega House
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27 August 2008

Mr Andrew Bradley
 c/o Her Majesty's Coroner for Portsmouth and South East Hampshire
 Guildhall
 Guildhall Square
 PORTSMOUTH
 PO1 2AJ

Dear Sir

Gosport War Memorial Hospital ("GWMH")

I write in my capacity as Chair to the GWMH Steering Group that has been set up by the NHS organisations whose predecessor organisations were involved with the provision of care and treatment to the 10 patients who died at Gosport War Memorial Hospital in the 1990's and in respect of whom inquests have recently been opened and adjourned.

Staff and responsibility for provision of services including patient care have transferred to the organisations below following the dissolution of Portsmouth Healthcare NHS Trust on 31 March 2002. It is with a view to ensuring the co-ordination of information and documentation across all successor bodies as well as the facilitation of information to you, that the four principal NHS bodies have set up the Steering Group and agreed that I should be your first point of contact in relation to any information required by you in connection with the inquests.

The four principal NHS bodies are: Hampshire Primary Care Trust (incorporating the former Fareham and Gosport and East Hampshire PCTs); Hampshire Partnership NHS Trust (formerly West Hampshire NHS Trust); Portsmouth Hospitals NHS Trust; and Portsmouth City Teaching Primary Care Trust.

By way of background, it may assist you to know that whilst I currently hold the post of Director of Performance and Standards at Hampshire PCT, between 2001 and 2004 I held the post of Assistant Chief Executive at the Hampshire and Isle of Wight Strategic Health Authority. That role included responsibility for the commissioning of inquiries and investigations and consequently I do have first hand knowledge of the investigation into events at GWMH as I was responsible for liaising with the Police and the Commission for Healthcare Inspection around their respective investigations into the care and treatment of the 10 patients.

As I understand it, contact has been made with the families of the patients whose deaths are subject to inquiry although contact is yet to be made with the NHS organisations on whose behalf I write. I am not sure whether it is your intention to meet with the NHS bodies involved as you have with family members to outline the process and to identify what information you require and how you intend to proceed, or whether you intend to call a pre-inquest review meeting to address these matters, particularly on the question of witnesses as a number have since moved or retired and in some instances are themselves deceased.

Any indication you can give as to how you intend to proceed would be appreciated. In the meantime, if you need any information from any of the four NHS bodies identified above please do not hesitate to contact me.

Yours faithfully

Richard Samuel
Director of Corporate Affairs
Hampshire PCT
for and on behalf of GWMH Steering Group

Watson Catherine

From: Deeks, Mary [Mary.Deeks@hampshirepct.nhs.uk]
Sent: 27 August 2008 16:41
To: andrew.bradley@hants.gov.uk
Cc: val.maddison@portsmouthcc.gov.uk
Subject: Gosport War Memorial Hospital - Coroner's Inquests
Attachments: 080827 Letter RS to Coroner final.doc

Dear Mr Bradley

I have today posted a hard copy of the attached letter to you at the Coroner's Office in Portsmouth, but I am sending it via email as well to avoid delays.

With best regards

Mary Deeks
Project Officer - GWMH
Hampshire Primary Care Trust

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