

Watson Catherine

From: Deeks, Mary [Code A]
Sent: 11 August 2008 09:57
To: Samuel, Richard; Williams, Elaine; [Code A]; Tiller, Sara;
[Code A]
[Code A]
[Code A] Watson, Catherine
(HantsPT-SW); [Code A] Woodland, Betty (HPCT-SE);
[Code A]
Cc: Wright Janet - PA to Head of Governance; Till, Pamela
Subject: Action notes - GWMH ISSG
Attachments: 070808 Action Notes.doc

Dear All

Please find attached the Action Notes from last Thursday's meeting of the GWMH ISSG. I will circulate the date of the October meeting when I have had all the responses regarding availability, but in any case will need to confirm a date this week in order to secure a room.

I look forward to hearing from those who have not yet been able to respond.

Regards

12/08/2008

Confidential

Hampshire **NHS**
Primary Care Trust

Thursday 7 August 2008, 1.00pm to 2.30pm:
PCT Board Room,
Omega House, 112 Southampton Road, Eastleigh, SO50 5PB.

**Meeting regarding Gosport War Memorial Hospital –
Coroner's Inquests**

Action Notes

Item		Action
1	Welcome and introductions: RS welcomed those present and introductions were made and apologies given by Lesley Humphrey, Betty Woodland and Jonathan Green	
2	Action notes of previous meeting held on 7 July 2008 agreed.	
3.	Matters arising	
3.1	Progress by steering groups:	
3.1.1	Communications: Initial discussions with Trimedia agency started. To be invited to attend next meeting of this group.	ST
3.1.2	Legal issues: <ul style="list-style-type: none"> List of areas for legal input received from KB Transfer documents regarding liabilities transferred to be found. NHSLA to be informed. After discussion about which organisations carried most liability, PHT and HPCT to discuss best way forward 	MD SS RS/PR
3.1.3	Staff support (GMC) – next meeting	? BW
3.1.4	Staff support - Medical – next meeting	?
3.1.5	Action Team Terms of Reference PR had drafted and circulated some TOR. Further contributions taken in meeting, to be incorporated and re-circulated for comment. Any further comments to be incorporated, then circulated for approval by individual organisations	MD ALL MD
4	Feedback on Actions – Phase 1	
4.1	Agreement on legal representation – see item 3.1.2	
4.2	Project officer appointment – Mary Deeks in post	
4.3	Medical & managerial staff mapping <ul style="list-style-type: none"> Document from LH received CW to email further document to MD <i>NB Sensitive material to be sent via NHSNet for security. See end of Action Notes</i> <ul style="list-style-type: none"> Files to be searched for relevant documents – send to MD for incorporation to master list, mapping staff to patients 	CW MD/ALL
4.4	Rationale for decision by Ministry of Justice Next meeting	RS
4.5	Preparation for pre-inquest review meeting Chairman's letter to be drafted to Coroner, agreed by all four organisations, then sent, letting him know that the NHS organisations are working as one as an interested party.	RS/ALL

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 Primary Care Trust

Item		Action
4.6	CHI Action Plans Spreadsheet of CHI recommendations and organisations' responses to be completed by all organisations. Template to be circulated.	ALL MD
4.7	Consider external audit of CHI action plans Next meeting	ALL
4.8	Risk issues update Next meeting	PF
4.9	Progress of Storyboard History Next meeting	PF/LH/ SS
4.10	Outcome of Dr Baker's audit Next meeting	RS
5	Any other Business	
5.1	Files on history of GWMH to be checked for Covenants/reasons why ward names may not be changed. Clinicians would like to change them in order to remove name association with the present day.	MD/ST
5.2	Issue of reputational risk raised. Organisations to check that this issue is on their Risk Registers.	ALL
6	Date of next meeting Friday 5th September 2008, 2.00 – 3.30pm, 2nd floor meeting room, Omega House.	
7	Date of October Meeting – to be circulated later	

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Distribution list:

Portsmouth City Teaching PCT –
 Ben Smith (BS), Susannah Long (SL), Justina Jeffs (JJ)

Portsmouth Hospitals NHS Trust –
 Patricia Radway (PR), Sue Skye (SS), Pat Forsyth (PF), Lesley Humphrey (LH)

Hampshire Partnership Trust –
 Catherine Watson (CW)

Hampshire PCT –
 Richard Samuel (Chairman) (RS), Sara Tiller (ST), Elaine Williams (EW), Mary Deeks (MD)
 HPCT Legal Representative – Kiran Bhogal (KB)

RCN rep – Betty Woodland (BW)
 RCN Legal Representative - Jonathan Green (JG)

12/08/2008
 Mary Deeks

Watson Catherine

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 [Code A] Woodland, Betty (HPCT-SE); [Code A]
Cc: Wright Janet - PA to Head of Governance
Subject: GWMH ISSG Terms of Reference
Attachments: 110808 draft tor v 2 60808.doc

Dear All

I attach the first revision of the terms of reference drafted by Patricia Radway, in which I hope I have incorporated all the suggestions and amendments that arose out of the meeting last Thursday. (Action 3.1.5 from the last Action Notes.)

Can you take a look at them and let me know any glaring errors before **Friday 15th**, and then I will re-circulate a final version for approval by individual organisations early the following week. I am afraid I don't have a note of the legal representative for Portsmouth Hospitals Trust, so if someone could let me have that, I will insert it. Thanks for your help.

Regards

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