

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, Portsmouth Hospitals NHS Trust, Hampshire Partnership NHS Trust and Portsmouth City Primary Care Trust (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 take responsibility for managing all aspects of the activity required to support the processes required of 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 single, coordinated response to matters regarding the Coroner's Inquest;
- Support Staff involved in the events surrounding the deaths and subsequent investigations;
- 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;
- Preserve the reputation of the local NHS services involved in the inquests;
- 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. ~~This envisaged that~~ the work of the ISSG will be supported through the appointment of a Project Manager on a ~~fixed term~~ basis. *✓*

3. Authority

The ISSG is authorised by the stakeholding organizations to which it accounts to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee or former employee, and all employees are directed to co-operate with any request made by the Steering Group.

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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 Steering Group will report to the executive committees of the stakeholding organizations and will report on a regular basis to the South Central Strategic Health Authority.

5. Membership

Richard Samuel, HPCT (Chair)
Kiran Bhogal, legal representative – HPCT
? - legal representative, PHT
Catherine Watson, Litigation Manager, HPT,
Elaine Williams, Legal Services Manager, HPCT
Ben Smith, PCPCT,
Susannah Long, PCPCT
Justina Jeffs, PCPCT
Sue Skye, Legal Services Manager, PHT,
Lesley Humphreys, DGM, Medicine for Older People, PHT
Sara Tiller, Assistant Director, Communications, HPCT
Pat Forsyth, Communications Manager, PHT
Patricia Radway, Head of Governance, PHT
Co-opted members as necessary to fulfill the objectives of the Group.
(Kevin McNamara, South Central SHA, to be copied in for information)

6. 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.

Hospital

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Terms of Reference
Gosport War Memorial Inquests Stakeholder Steering Group

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3. Purpose/ Objectives

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These processes will be as directed by the Coroner and, through joint agreement, by the Chief Executive Officers of the stakeholding organisations.

The key aims of the ISSG will be to:

- Support Staff involved in the events surrounding the deaths and subsequent investigations;
- 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.
- Preserving the reputation of the services involved in the inquests.

• ensure cycle NHS co-ordinated response into inquests.
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. It is envisaged that the work of the Committee will be supported through the appointment of a Project Manager on a fixed term basis.

4. Authority

The ISSG is authorised by the stakeholding organisations to which it accounts to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Steering Group.

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5. Reporting

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Assure inter organisational governance plan

The Steering Group will report to the executive committees of the stakeholding organizations and will report on a regular basis to the South Central Strategic Health Authority.

6. Membership

Richard Samuel, Hampshire PCT (Chair)
 Legal Representatives – Hampshire PCT and Portsmouth Hospitals NHS Trust
 Litigation Managers, Hampshire PCT, Portsmouth City PCT, Portsmouth Hospitals NHS Trust, Hampshire Partnership NHS Trust
 Lesley Humphreys, DGM, Medicine for Older People, PHT
 Communications Managers, ~~South Central Strategic Health Authority and~~ *H PCT*
 Portsmouth Hospitals NHS Trust
 Patricia Radway, Head of Governance, PHT
 Co-opted members as necessary to fulfill the objectives of the Group.
May Deeks, Project office

7. Minutes

The ISSG will be supported by a Project Manager who will ensure all meetings are recorded and that papers are circulated , etc....

P. Radway
 5 August 2008