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Hampshire 
Primary Care Trust

Monday 7 July 2008

12.30pm to 2.00pm : PCT Board Room, Omega House, 112 Southampton Road, Eastleigh,
SO50 5PB.

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

Item	
1	<p>Welcome and introductions: RS welcomed those present and introductions were made and apologies given by Rob Dalton, Andy Clapper, Jonathan Green, Justina Jeffs and Sheena King</p>
2	<p>Current position The current position and background knowledge was shared.</p> <p>RS shared his aims of this meeting – to manage the Coroner's Inquests effectively in order to maintain the continuity, quality and confidence of local people in health services in Gosport and to support that have or continue to delivering this care. This was agreed.</p> <p>Powers of the Coroners' Office KB provided information about process and implications of inquests in general and GWMH Inquests in particular.</p> <p>The Coroner is expected to hold a Pre-Inquest Review meeting to which all interested parties will be invited, including families. The Inquest is likely to be on an Article 2 basis (Right to Life), which will widen the remit of the Inquest from the ordinary inquest (who, what, where, when and in what circumstances) to look at issues such as policies, systems, protocols, quality assurance particularly prescribing, staffing, training and supervision.</p> <p>KB advised that the organisations can make representations to the Coroner, e.g. reasons for not holding inquests. Other issues to consider – what documents will be required by the Coroner, (medical records were passed by the police to the Coroner).</p>
3	<p>Prospective Organisational Roles Following discussion it was agreed in principle that organisations should collaborate fully on the management of this issue. An Action team of representatives from the organisations at the meeting, chaired by Richard Samuel will be set up based on the membership of this meeting.</p> <p>Steering groups will be required for: Communications – led by PF / ST; Legal issues – initially led by EW/KB Staff support – being provided by GMC, BW/JG, with organisational support coordinated by LH/CW/SK/BS/EW Medical staff support – being provided by individual defence organisations with organisational support coordinated by LH/CW/SK/BS</p> <p>Action team TOR to be drafted ACTION: PR/EW, while those present to decide on future membership if different from this meeting. Next meeting to be arranged late July/early August – ACTION: EW. (post meeting note – See item 6)</p>

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Item**Legal representation**

Following discussion about conflicts of interest, of which none were identified, to consider instructing one firm and one Barrister to jointly represent the 4 organisations who attended the meeting. It was also confirmed that the GMC legal representation would continue for staff, and that individual doctors would by necessity be represented by their defence organisations if they so wished.

It was agreed that the cost of legal representation for the 4 organisations would in principle be shared, the formulae to be agreed. *docs to take back to own orgs.*

All organisations stated that they would also provide support to nursing, medical and other staff as required throughout the process, which would be accessed via the line management route.

Actions - Phase 1

- Identify and appoint a project lead to manage the process, 9 month secondment or short-term contract – **ACTION:** HPCT (RS/DJ/EW) consider whether the cost could be split as with legal representation.
- All organisations to map medical staff and managerial staff who have knowledge or a contribution - **ACTION:** SS/LH/CW/BS to email names, current locations and contact details to EW in interim.
- All organisations to share any reports/documentation on the GWMH issues for briefing systems. EW to hold library in interim. **ACTION:** ALL
- Steering groups to be set up by leads. **ACTION:** PF/ST; RS/EW; LH/SS; CW; BS
- Action team TOR and engagement to be drafted - **ACTION:** PR.
- Next meeting to be arranged – **ACTION:** EW.
- KB to provide a brief of areas of legal advice that would be required and cost potential. **ACTION:** KB
- RS to find out rationale for decision by Ministry of Justice to agree to inquests in cases without remains. **ACTION:** RS
- Preparation for Coroner's Pre Inquest Review Meeting at next meeting **ACTION:** ALL.
- Correspondence with Coroner re submissions prior to PIR meeting. **ACTION:** KB/RS
- All organisations to search for Transfer Documents re liability. **ACTION:** ALL
- All organisation to search for CHI Action Plans. **ACTION:** ALL
- Ensure all actions on CHI Action Plan have been implemented, monitored, evaluated. **ACTION:** ALL
- Consider commissioning an external audit to look at CHI Action Plan outcomes – to be discussed at next meeting. **ACTION:** ALL
- Production of an "Issues board" to map things that weren't an issue at the time of previous investigations but might be now – **ACTION:** ALL to email issues to PF.
- Staff briefings/media messages/SHA updates(to Kevin McNamara and Graham Groves) **ACTION:** ST/PF

Phase 2 – preparation for Inquests

Actions to be agreed at a future meeting

