

GWMH Inquest Comms. Team Action Plan

December			
Action	Responsibility	Deadline	Progress
JD to send to ST and ET JD to take to meeting on 5 th Jan <ul style="list-style-type: none"> • Project Group Stakeholder list • Internal Stakeholder List • External stakeholder list • Media list 	JD	19/12/08 05/01/09	JD to send to ST & ET
ET / ST / MG to add to internal stakeholder list	ET / ST / MG	05/01/09	ET / ST / MG to review
JD to send draft Q&As to ST JD to take to meeting on 5 th January	JD	19/12/08 05/01/09	JD to send to ST
JD to send draft Holding Statement to ST JD to take to meeting on 5 th January	JD	19/12/08 05/01/09	JD to send to ST
JD to send draft Fast Facts to ST JD to take to meeting on 5 th January	JD	19/12/08 05/01/09	JD to send to ST
JD to send draft Media Enquiry Protocol to ST JD to take to meeting on 5 th January	JD	19/12/08 05/01/09	JD to send to ST
JD to send draft Staff and Media Comms Pack contents list to ST and ET for additions / approval JD to take to meeting on 5 th January	JD / ST / ET	19/12/08 05/01/09	JD to send to ST
Tour of facility and photo opportunity for Clare Semke from The News	JD	23/12/08	
January			
Action	Responsibility	Deadline	Progress
ST to ask RS re OSC, LINK and GBC briefings	ST	09/01/01	
ST / MG / ET to get dates for staff meeting for Jan / Feb / March and manage agenda	ST / MG / ET	05/01/09	
ST / CS / JD to met with Peter Edgar re memorial stone event and briefing	ST / CS / JD	08/01/09	
ST / MG / ET / JD to arrange briefings with security and switchboard at GWMH and QA	ST / MG / ET / JD	09/01/09	
SK to arrange briefing for witnesses and retired staff	SK		
All to develop briefing sheets for staff	ST / MG / ET /	09/01/09	

meetings	CS/ JD / SK		
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January			
Action	Responsibility	Deadline	Progress
ST / MG / ET / CS / JD to develop statements for media including NHS Rx policy story following Eileen Spillers review of CHI recommendations and current policy	ST / MG / ET / CS / JD	22/01/09	
JD to liaise with Coin Jones / Estates at GWMH re security / media arrangements / parking / office space / TV / room for media briefings	JD		
ST / ET / CS / JD to agree dates for media training	ST / ET / CS / JD	15/01/09	
ST / MG / ET / CS / JD to map and grade stakeholder lists	ST / MG / ET / CS / JD	16/01/09	
ST and EH to arrange video footage	ST / EH	16/01/09	
Press Comms Pack to be approved	ALL	23/01/09	
ST to brief Graham Groves at SHA on action plan and agreed media alert protocol	ST	30/01/09	
February			
Action	Responsibility	Deadline	Progress
Media briefings to be arranged w/c 23 rd Feb. Trimedia invite press and press Comms packs to be distributed	CS / JD	02/02/09	
Staff Comms packs to be disseminated at staff briefings	ST / MG / ET / CS / JD / SK	Feb staff briefings	
ST to confirm OSC date	ST	09/02/09	
MG & ET to develop update for NHS Choices	MG & ET	09/02/09	
Media training and briefing of spokespeople	ST / ET / CS / JD	13/02/09	
EH to arrange PBC Locality Group briefing for GPs	EH	13/02/09	
ST / JD to develop factsheets for patients and visitors	ST / JD	16/02/09	
Communications team Inquest attendance rota developed (PCT PCT / HPTrust / PH	All	28/02/09	

NHS Trust / HPCT / Trimedia)			
March			
Action	Responsibility	Deadline	Progress
Staff updated	ST / MG / ET / CS / JD / SK	March staff briefing	
SHA media Alert sheets to be sent as required	ST / ET / JD		

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