

Lucy Docherty

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To: "Margaret Scott (E-mail)" [Code A]; "Lucy Docherty (E-mail)" [Code A]
Cc: "Michael Taylor (E-mail)" [Code A]
Sent: 22 November 2002 18:55
Subject: Gosport Memorial Hospital : Action points from our meeting yesterday morning

Margaret & Lucy

It was good to meet you both yesterday morning. As promised, please find below the action points we agreed during our discussion. Some of these are also included in Richard Samuel's email of earlier today.

* Finalise terms of reference with the StHA and , in doing so, 'top and tail them' with some context. It would also be sensible to name the commissioners, state what product is expected and make a reference to what - if anything - will be made public.

* Make arrangements to announce the start of the management investigation and encourage staff to participate in it. Ideally, the announcement needs to be co-ordinated with a statement about the second CHI review.

* Identify a senior, named individual in both PCTs to act as a contact over matters to do with the investigation.

* Identify other people who may be able to provide background information to the investigating team.

* Establish whether there are further documents in the possession of either PCT that are relevant to the investigation. If so, these should be transported to the StHA.

We also agreed that it would be helpful to all parties if we met on a regular basis to discuss progress on the management investigation. Our next meeting is scheduled for the morning of the 17 December.

Do let me know if you think I have omitted anything.

Regards

Ed Marsden

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