

**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***

## AGENDA

Item		
1	<b>Welcome and introductions:</b>	Richard Samuel
	<b>Apologies:</b>	Betty Woodland, Jonathan Green, Lesley Humphrey
2	<b>To agree the Action Notes of the meeting held on 7 July 2008</b>	(RS)
	<b>Matters arising:</b>	
	<b>3 Progress by steering groups:</b>	
	i) Communications	(ST/PF)
	ii) Legal issues	(KB/EW)
	iii) Staff support (GMC)	?
	iv) Medical staff support	?
	v) Action Team – TOR	(PR)
3	<b>Feedback on Actions – Phase 1</b>	
	i) formal agreement about legal representation	(ALL)
	ii) project officer appointment	(EW)
	iii) mapped medical and managerial staff	(ALL)
	iv) shared documentation	(ALL)
	v) Action Team TOR agreement	(PR)
	vi) Brief of areas of likely legal advice and cost potential	(KB)
	vii) Rationale for decision by Ministry of Justice	(RS)
	viii) Preparation for pre-inquest review meeting	(ALL)
	ix) Correspondence with Coroner prior to PIR meeting	(RS/KB)
	x) Transfer documents	(ALL)
	xi) CHI Action Plans	(ALL)
	xii) Consider external audit of CHI Action Plan outcomes	(ALL)
	xiii) Issues Board update	(PF)
	xiv) Media update	(ST/PF)
	xv) Progress of Storyboard history	(PF/LH/SS)
	xvi) Outcome of Dr Richard Baker's Audit	(RS)
4	<b>Any other business</b>	
5	<b>Date of next meeting</b>	
	<b>Friday 29 August 2008, between 12 and 3 pm, same venue (to be agreed)</b>	

I'm on leave

(Distribution list on page 2)



**Distribution list:**

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

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

Hampshire Partnership NHS 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)

Elaine Williams  
28 July 2008