



**Justina Jeffs - Clinical Effectiveness Manager**

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**From:** Yvette Barrington - PA to Director of Finance  
**Sent:** 30 January 2004 14:28  
**To:** Justina Jeffs - Clinical Effectiveness Manager  
**Subject:** CHI Review

**Importance:** High

Hi Justina  
Lets hope I have got this right

Here are the bits from Alan



P - CHI Review.xls

Evidence to support 5.9 hard copy only and Janice is completing section 14F.1, 14F.2 and 14F.3. We are still waiting for 14H.1  
SLA figures from Estates, Supplies and IM&T hopefully by Monday.

Supporting evidence for 1.10.7 IM&T T.O.R.



ToRs-v2.doc

Supporting evidence for 1.10.7 Capital Programme T.O.R



pooling  
angements -principl

Supporting evidence for 2b.5 HSFS work plan 2002/3



Final Business  
Plan.doc

Supporting evidence for 2b.6 IM&T work plan for 2003/4



Paper03.doc

Supporting evidence for 2b.6 HSFS work plan for 2003/4



operation plan  
200304 final.do...

Supporting evidence for 9.2 IM&T



Paper 03.doc

Supporting evidence for 9.1 IM&T (last spread sheet dated 9.2.2004)



Prg03-04.xls

I also have on hard copy only supporting evidence for 2b.5 Capital Programme and 2002/3 and 2003/4

Code A

PA to Director of Finance

Fareham & Gosport PCT

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14C

PCT NAME >>Fareham & Gosport

Document number e.g. 1.1.01, 1.1.02 etc. Insert rows as needed	Description	Paper or Electronic copy . Enter F or E or NA for not	Document / file name		Date document sent to the Commission for Health Improvement	Initials of PCT contact name for document (contact should be added to contacts sheet)	PCT comments
			Hard copy document name	Electronic file name			
1.2	PCT annual accountability agreement for the current financial year						
1.6	Minutes of the PCT board for the last 12 months (parts 1 and 2)					AP	
1.7	Minutes of the PCT professional executive committee (PEC) for the last 12 months					AP	
1.8	Minutes of the PCT management team for the last 12 months					AP	
1.10.2	Terms of reference (only) for the PCT committee directly responsible for clinical risk management	E.	CQC				
1.10.7	Terms of reference (only) for the PCT committee directly responsible for information, communication and technology for the last 12 months						
Commissioning of non clinical services							
2b.5	PCT report on commissioning non clinical services for the last financial year [eg estates, human resources, etc]			2b-5			AP/KR/NK/JP

2b.6	PCT strategy/workplan for commissioning non clinical services for the current financial year [eg estates, human resources, etc]			2b.6.		AP/KR/NK/JP
5.3	Copies of any baseline risk assessments carried out across the PCT		Manual Handling Assessment	? Need Copy	AP	
5.5	Copies of clinical incident reporting forms currently in use across the PCT		Risk Event Form	? Need Copy	AP	
5.6	Details of PCT actions in response to serious untoward incidents in the last 12 months		Oct 22 Incident - CIR/AC Plan/Minutes of Steering Group	Check ? Need Copy.	AP	
5.9	Copies of the PCT's policies on risk management		Risk Management Strategy P17 and 18	? Copy.	AP	
9.1	PCT report on information, communication and technology for the last financial year	E		9.1.	AP	
9.2	PCT strategy/workplan for information, communication and technology for the current financial year	E		9.2.	AP	



**14F.1**

**Primary care trust (PCT) board membership (since 31 March 2001)**

TRUST NFareham & Gosport

Please provide the following membership details of the PCT board since 31 March 2001 (starting with the chair).

Please provide the name and designation of person completing this data sheet.

Name: AP

Designation:

	Names and roles of members		Joiners and leavers	
	Name of trust board members: chair, non executive directors, executive directors, other	Lead roles of trust board members	Date joined board	Date left board
1		PCT Chair		
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**14F.2****Primary care trust (PCT) professional executive committee (PEC) membership (since 31 March 2001)**

TRUST NFareham &amp; Gosport

Please provide the following membership details of the professional executive committee (PEC) (since 31 March 2001) (starting with the chair).

Please provide the name and designation of person completing this data sheet.

Name: AP

Designation:

	Names and roles of members		Joiners and leavers	
	Names of members of the professional executive committee (PEC)	Lead roles or representatives role of committee members	Date joined committee	Date left committee
1		Committee Chair		
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**14F.3****Primary care trust (PCT) management team membership (since 31 March 2001)**

TRUST NFareham &amp; Gosport

Please provide the following membership details of the PCT management team (since 31 March 2001) (starting with the chief executive).

Please provide the name and designation of person completing this data sheet.

Name: AP

Designation:

	Names and roles of members		Joiners and leavers	
	Names of members of the PCT management team	Lead roles of members of the PCT management team	Date joined management team	Date left management team
1		PCT chief executive		
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**14H.3**

**Primary care trust external inspections that relate to any of the seven components of clinical governance**

TRUST NAME >Fareham & Gosport

Please provide the following details of external inspections that relate to any of the seven components of clinical governance

Please provide the name and designation of person completing this data sheet.

Name:

Designation:

	Name of inspecting organisation	Purpose of inspection	Date of last inspection	Date of next inspection	Who in the PCT is accountable for implementing any recommendations?	Which PCT committee is responsible for monitoring and ensuring implementation?	Date of the the last progress report received
1	NHS Litigation Authority	RPST/CNST	N/A	03-Feb-04	AP	RMC	
2	HSE	Improvement Notice	Jun-03		FC	RMC	
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