

Confidential



Monday 2nd March 11.00 to 12.30
Board Room A, Omega House,
112 Southampton Road, Eastleigh, SO50 5PB
Meeting regarding Gosport War Memorial Hospital –
Coroner's Inquests

Action Notes

Present:

Richard Samuel (Chair)
 Elizabeth Harris
 Mary Deeks
 Julie Dean (Trimedia)
 Neil Martin
 Betty Woodland

Peter Mello
 Emma Top
 Elaine Will
 Caroline S
 Allison Str

3 Comms
 Documents
 saved in
 Gosport Inquests folder
 situated in main
 Inquest folder.

Item	
1	Apologies: Sue Harriman, David Johnson, Patricia R Catherine Watson, Benita Playfoot, Sara Tiller
2	Notes of the last meeting: The notes of the meeting held on 5 th January 2009 were agreed as a true record.
3	Matters Arising There were no matters arising that were not already on the agenda.
4	Progress by sub-groups 4.1 Communications: Update on packs including information to support staff during inquests <ul style="list-style-type: none"> • Three papers were tabled: the final GWMH Inquests Information pack, the final GWMH Inquests staff information pack, and the final GWMH Inquests spokespersons information pack. • Four sessions had been held with staff on 27th February, and amendments had been made to the pack in the light of their feedback. This work was nearly complete. • Stickers for telephones with the numbers to call were being produced and would be circulated for all phones at GWMH. • A laminated sheet with all the numbers to call was being produced for ward areas. • A leaflet was in production for patients, families and the general public concerning the inquests. • A tour of GWMH for three BBC journalists had been arranged for the afternoon on 2nd March, together with a briefing. This was to be undertaken by RS and TS, with the support of Trimedia. • Other media would be briefed nearer the time, with a view to giving them the facts, so that at least press comment would be accurate, and they will know who to contact. • Trimedia have produced a 'clientzone' secure extranet site to log all journalist

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Peter Mellor
 Emma Topping
 Elaine Williams
 Caroline Searle
 Allison Stratford

Item		Action
1	Apologies: Sue Harriman, David Johnson, Patricia Radway, Allison Stratford, Catherine Watson, Benita Playfoot, Sara Tiller	
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3	Matters Arising There were no matters arising that were not already on the agenda.	
4	<p>Progress by sub-groups</p> <p>4.1 Communications: Update on packs including information to support staff during inquests</p> <ul style="list-style-type: none"> • Three papers were tabled: the final GWMH Inquests Information pack, the final GWMH Inquests staff information pack, and the final GWMH Inquests spokespersons information pack. • Four sessions had been held with staff on 27th February, and amendments had been made to the pack in the light of their feedback. This work was nearly complete. • Stickers for telephones with the numbers to call were being produced and would be circulated for all phones at GWMH. • A laminated sheet with all the numbers to call was being produced for ward areas. • A leaflet was in production for patients, families and the general public concerning the inquests. • A tour of GWMH for three BBC journalists had been arranged for the afternoon on 2nd March, together with a briefing. This was to be undertaken by RS and TS, with the support of Trimedia. • Other media would be briefed nearer the time, with a view to giving them the facts, so that at least press comment would be accurate, and they will know who to contact. • Trimedia have produced a 'clientzone' secure extranet site to log all journalist 	

	<p>calls, and this will continue throughout the inquests. This is to be active by 3rd March.</p> <p>4.2 Plan for attendance at the inquests by NHS staff</p> <ul style="list-style-type: none"> • It had been decided to field a spokesperson, probably Richard Samuel, at the start of the inquest, but to refrain from making statements while they continue. • A press conference would be arranged for the end of the inquests following the announcement of the verdicts, at which there would be a panel of spokespersons to take questions. • During the inquests MD will attend to support counsel, and will liaise with the comms team at the end of each day, who will cascade as appropriate. • Vulnerable areas were discussed: <ul style="list-style-type: none"> - Trimedia will increase their cover on the days that Dr B and GH are giving evidence. - Whistleblowing policy and management procedures in the present day NHS will be explained to demonstrate how 1991 situation would not happen again. - Prescribing practice - Record keeping and communications with patients/families. - Primary care – regulation of GPs - Police expert witnesses' reports. <p>It was agreed that all spokespersons should see the experts' statements. Graham Zaki, JD and ET to discuss.</p> <p>It was agreed that it would be useful to brief Olga Senior, Director of Corporate Affairs and Communications at the SHA on these points.</p> <ul style="list-style-type: none"> - It was agreed that it would be useful for KB to work with Dr B's legal representatives, as the former could not answer detailed questions about her position. <p>4.3 LH Statement and Storyboard</p> <ul style="list-style-type: none"> • It was unlikely that LH's statement would be introduced as evidence, as the coroner is not inclined to accept new submissions. • The storyboard has been incorporated into the briefing packs as appropriate. 	<p>JD/ET</p> <p>RS/PM</p>
5	<p>Feedback on Actions</p> <p>5.1 CHI action plans:</p> <ul style="list-style-type: none"> • HPCT is the only one of the four organisations who have not finalized remedial work needed following the CHI review. MD reported that the work was done but final paperwork not yet received. FACE to be chased re clinical governance policy, and complaints paperwork to be chased. RS to arrange meeting with SH and TS regarding clinical governance. <p>5.2 Strategic Aims paper</p> <ul style="list-style-type: none"> • This was agreed. <p>5.3 Feedback from the Pre-Inquest Review with the coroner:</p> <ul style="list-style-type: none"> • He clarified the possible verdicts which could be brought, and acknowledged that they probably would not satisfy the families. • There appeared to be some confusion at this meeting about which files were to be included in the evidence. 	<p>MD</p>
6	<p>Any Other Business</p> <p>Pharmacy paper:</p> <p>It was recommended that the paper on Medicines Management at GWMH produced by Jeff Watling be expanded to cover the time when the deaths took place, and brought up to date to cover the present day, to help the comms team answer questions on prescribing practice. Could also be used to clarify for the coroner. To be shared when updated.</p>	<p>BW/MD</p>
7	<p>Date of next meeting</p> <p>To be arranged.</p>	

Distribution list**Portsmouth City Teaching PCT**

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