

**Confidential**

**Hampshire**   
Primary Care Trust

**Monday 10<sup>th</sup> November 2008, 2.00pm to 3.30pm:**  
**Meeting 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)  
David Johnson  
Sara Tiller  
Mary Deeks  
Caroline Searle (Trimedia)  
Betty Woodland

Peter Mellor  
Lesley Humphrey  
Emma Topping  
Benita Playfoot  
Julie Dean (Trimedia)  
Chris Green (RCN legal support)

Item		Action
1	<p><b>Apologies:</b> Jonathan Green, Sue Harriman, Elizabeth Emms, Elaine Williams, Stuart Knowles, Ben Smith, Susannah Long, Catherine Watson, Sue Skye, Patricia Radway, <b>Welcome</b> was given to Chris Green, who has taken over at the RCN legal representative, Jacqueline Haines, from Mills &amp; Reeve, Benita Playfoot from the SHA, and Emma Topping from the comms team at PHT.</p>	
2	<p><b>Notes of the last meeting:</b> <b>Item 3.1</b>, paragraph one: Mills &amp; Reeve provide legal advice to PHT. <b>Item 4.7</b> Renaming of wards: This was discussed, and it was agreed not to take this forward. Comms team to bring paper to next meeting on how all communications matters are to be handled.</p>	
3	<p><b>Matters Arising: progress by sub-groups</b> <b>3.1 Communications:</b> CS tabled the Crisis Communications Plan and Protocol (CCPP). It was noted:</p> <ul style="list-style-type: none"> <li>• That positive stories about the GWMH are being given to the press already; SK is part of the approvals process for this</li> <li>• ST agreed to find rooms in each organisation for comms teams</li> <li>• That the staff briefing pack would be shared with both staff called as witnesses and those not called, both at PHT and GWMH</li> <li>• That the stakeholder list would be given to MD for circulation when finalised</li> <li>• That comments on the CCPP would be sent to ST before the next meeting</li> </ul>	<p>ST, CS, JD, SK ST LH</p> <p>ST/MD</p> <p>ALL</p>
	<p><b>3.2 Legal Issues:</b> JH reported on developments since the last meeting. It was noted that:</p> <ul style="list-style-type: none"> <li>• The date for the inquests to start has been set back to 18<sup>th</sup> March 2009;</li> </ul>	

	<ul style="list-style-type: none"> <li>JH is waiting to hear from the Police for a list of what the 2000 exhibits are;</li> <li>A conference with counsel will take place in early January 2009</li> <li>A decision as to whether counsel could be shared between the four NHS organisations and the RCN would be made once CG had read the disclosures sent out by the coroner. There would be a discussion between SK, JH and CG on this before the next meeting.</li> <li>A statement had already been taken by SK from LH and Ian Reid would be providing one shortly.</li> <li>Dr J Barton would have her own legal representation.</li> <li>JH and the legal team would check with the coroner as to whether there were any updates to the written statements already received.</li> </ul> <p><b>Staff support:</b> BW, as RCN representative, will attend staff briefing sessions at GWMH. Medical staff are being kept informed of events by email.</p> <p><b>3.4 Steering Group – TOR:</b> RS agreed to circulate a note to CEOs with the TOR</p>	CG/SK/J H
		JH
		RS
4	<p><b>Feedback on Actions</b></p> <p><b>4.1 Mapped medical and managerial staff:</b></p> <ul style="list-style-type: none"> <li>MD to send this document to LH who will share with Toni Scammell.</li> <li>All steering group members to let JH know who would like to meet SK or JH so that a meeting can be convened.</li> </ul> <p><b>4.2 CHI action plans:</b></p> <ul style="list-style-type: none"> <li>It was agreed that all organisations need to ensure that their services meet the requirements of the recommendations to the CHI report.</li> <li>BP advised that this should be done in the format to be found on the NPSA website under Root Cause Analysis Investigation Tools, as this was the format most acceptable to the SHA Board. She also advised putting the papers (one for each organisation) to Boards by January, so that they can then go to the SHA Board for approval. They need to evidence that services are safe and effective, meeting clinical governance standards, and send a strong message to the coroner. (<a href="http://www.npsa.nhs.uk/nrls/improvingpatientsafety/patient-safety-tools-and-guidance/rootcauseanalysis/rca-investigation-report-tools/">http://www.npsa.nhs.uk/nrls/improvingpatientsafety/patient-safety-tools-and-guidance/rootcauseanalysis/rca-investigation-report-tools/</a>)</li> <li>It was agreed that it would be advisable to have these papers reviewed by an external expert. BP to suggest names of suitable people.</li> </ul> <p><b>4.3 Risk issues update:</b> no changes since last meeting.</p> <p><b>4.4 History storyboard:</b> To be brought to next meeting.</p>	MD
		ALL
		ALL ORGS
		BP
		PR
5	<p><b>Other Issues</b></p> <p>5.1 It was noted that despite SK's challenge to the coroner regarding Article 2 of the Declaration of Human Rights, the coroner had the right to extend the inquests to investigate as widely as he felt was needed.</p>	
6	<p><b>Any Other Business</b></p> <p>It was agreed that venues for the steering group meetings should change, and that the next meeting should be held at GWMH Seminar Room</p>	MD
7	<p><b>Date of next meeting</b></p> <p><b>Monday 8<sup>th</sup> December, Seminar Room, GWMH, 10.30 - 12.00. Please note the change in venue and time.</b></p>	

**Distribution list****Portsmouth City Teaching PCT**

Ben Smith (BS), Susannah Long (SL), Justina Jeffs (JJ)

**Portsmouth Hospitals NHS Trust**

Patricia Radway (PR), Sue Skye (SS), Lesley Humphrey (LH), Peter Mellor (PM) Emma Topping (ET) Allison Stratford (AS)

**Hampshire Partnership NHS Trust**

Catherine Watson (CW)

**Hampshire PCT**

Richard Samuel (RS), (Chairman), Sara Tiller (ST), Elaine Williams (EW), Mary Deeks (MD), David Johnson (DJ), Elizabeth Emms (EE), Sue Harriman (SH)

**SHA Representative**

Benita Playfoot (BP)

**Legal Representative**

Stuart Knowles (SK) Jacqueline Haines (JH)

**RCN Representative**

Betty Woodland (BW)

**RCN Legal Representative**

Chris Green (CG)

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