



Malcolm Alexander  
Chair  
Patients' Forum Ambulance Services (London) Ltd  
30 Portland Rise  
London N4 2PP

15<sup>th</sup> August 2008

Dear Malcolm

## 1. Background

- 1.1 In the interim period between the Patients' Forums ceasing to be statutory bodies from 31<sup>st</sup> March 2008 and the establishment of LINKs the LAS has been keen to continue working with the Patients' Forum to encourage patient and public involvement.
- 1.2 As the Patients' Forum Ambulance Services (London) Ltd is no longer a statutory body its members are attending meetings that are not intended to be open to the public and where matters of a confidential nature may be discussed.
- 1.3 Although the LAS wishes to work in as open and transparent a way as possible there will inevitably be occasions when the information discussed is confidential or sensitive (such as, without limiting the meaning, commercially sensitive information or information about individual patients or members of staff). Such information (Confidential Information) must remain confidential. This letter sets out the terms on which information is revealed to members of the Patients' Forum Ambulance Services (London) Ltd

## 2. Confidentiality

- 2.1 For the purposes of this letter, Confidential Information will not include information which:
  - (a) becomes generally available to the public other than as a result of disclosure in breach of the confidentiality undertakings in this letter or any other obligations of confidentiality; or
  - (b) was lawfully acquired by you from others who did not obtain it in circumstances which give rise to any obligation of confidentiality (express or implied);
  - (c) is required to be released by law, or by court or administrative order.
- 2.2 In consideration of LAS disclosing the Confidential Information to you, you agree to give the undertakings set out in this letter.
- 2.3 Confidential Information will only be disclosed to you and members of the Patients' Forum Ambulance Services (London) Ltd who attend internal meetings of LAS, such as the Clinical Governance Committee, Complaints Panel and Clinical Audit & Research. You will respect the confidential nature of the discussions and you will keep confidential and secret (and ensure proper and secure storage of) all and any Confidential Information and will not disclose it to any third party other than in accordance with this letter.
- 2.4 You will procure that any alternative nominated person who attends any LAS meeting in your place will also keep confidential all Confidential Information as set out in this letter as if they were parties to this letter.

- 2.5 If Confidential Information is handed to you in written form, you may not copy it or give it to anyone else, but must ensure it is kept in secure storage.
- 2.6 On the written request of LAS, you must immediately return to LAS all the Confidential Information together with all copies, notes, other writings and extracts there from. You will immediately, on any request, destroy any documents or records you have prepared from any computer, word processor or any other device in your possession.
- 2.7 You will not make use of the disclosed Confidential Information whether to obtain a commercial, trading or other advantage including, for the avoidance of doubt, in any way which is directly or indirectly detrimental to LAS' business or otherwise.
- 2.8 You will inform LAS immediately if you become aware that the Confidential Information has been disclosed to an unauthorised third party.

**3. General Matters**

You acknowledge and agree:

- 3.1 that if any provision in this letter is held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, then that provision shall to that extent be deemed not to form part of this letter but the enforceability of the remainder of this letter shall not be affected; and
- 3.2 no failure or delay by LAS in exercising any of our rights under this letter shall operate as a waiver of such rights, nor shall any single or partial exercise preclude any further exercise of such rights.

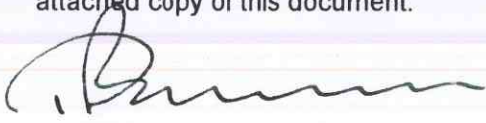
**4. Remedies for Breach of this Letter**

- 4.1 You hereby indemnify and hold us harmless from and against all actions, claims, costs, proceedings, expenses, loss or damage (including, without limitation, legal costs) which may arise directly or indirectly from the unauthorised disclosure or use of the Confidential Information or from any other breach of the terms of this letter.

**5. Governing Law**

- 5.1 English Law governs this letter and the parties submit to the exclusive jurisdiction of English Courts.

Please record your agreement to the terms set out above by signing and returning the attached copy of this document.



.....  
 NAME: PETER BRADLEY CBE  
 POSITION: CHIEF EXECUTIVE  
 For and on behalf of LONDON  
 AMBULANCE SERVICE NHS TRUST

.....  
 NAME MALCOLM ALEXANDER  
 POSITION [CHAIRMAN  
 PATIENT'S FORUM

.....  
 NAME [ ]  
 POSITION [DEPUTY CHAIRMAN  
 PATIENT'S FORUM



Subj: **LAS Mental Health Stakeholder Event**  
Date: 03/09/2008 10:50:44 GMT Daylight Time  
From: Claire.Garbutt@lond-amb.nhs.uk  
To: Alan.Taylor@lond-amb.nhs.uk, angus.cameron@london.probation.gsi.gov.uk,  
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London Ambulance Service   
NHS Trust

### Mental Health Strategy Stakeholder Event

The London Ambulance Service (LAS) is undertaking a review of the service we provide to mental health patients. An important part of this is getting the views of patients and service providers.

We would like to invite you to the first stage of our consultation programme at a stakeholder event.

The key objectives of this event are:

- To provide a forum for stakeholders to share current strategies for mental health particularly in the light of recent changes to legislation;
- To generate options for how the LAS can best support patients and become involved with local strategies and initiatives;
- To determine how success in these areas can be measured.

Date: Friday 24<sup>th</sup> October 2008  
Time: 10.00 - 16.00 hrs  
Registration from 09.30 hrs  
Location: Governors hall  
St Thomas' Hospital  
Westminster Bridge Road  
London SE1 7EH (directions attached)

Lunch will be provided.

A detailed programme for the event with a list of delegates will be circulated once participants have been confirmed.

Travel costs incurred can be reimbursed by London Ambulance Service if receipts are provided.

Those individuals who are not attending on behalf of an organisation will be provided with payment of £40 in recognition of their time and input.

I would appreciate it if you could forward this invite on to anyone who may be interested in attending the event. If you are able to attend please complete and return the attached delegate form by Friday 3<sup>rd</sup> October 2008 to: Claire Garbutt

Service NHS Trust

[amb.nhs.uk](http://amb.nhs.uk)

Kind regards,

Nick Lawrance

Head of Policy, Evaluation & Development  
London Ambulance Service NHS Trust

Policy Manager  
London Ambulance

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