

# **THE MORECAMBE BAY INVESTIGATION**

Chaired by Dr Bill Kirkup CBE

Professor Peter Strike  
Vice Chancellor  
University of Cumbria  
Fusehill Street  
Carlisle  
CA1 2HH

3<sup>rd</sup> Floor  
Park Hotel  
East Cliff  
Preston  
Lancashire  
PR1 3EA

23 April 2014

Dear Professor Strike,

## **DOCUMENTS AND EVIDENCE REQUIRED BY THE MORECAMBE BAY INVESTIGATION**

You may be aware the Secretary of State for Health announced the terms of reference of the University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) Maternity and Neonatal Services Investigation (the Morecambe Bay Investigation) on 12 September 2013. I have enclosed a copy of the terms of reference with this letter for your information.

Dr Bill Kirkup CBE was appointed as Chairman of the independent Investigation and is seeking the co-operation of you and your organisation.

The Investigation is collecting evidence in respect of its terms of reference and the Investigation's Panel of expert advisors are reviewing evidence received from a number of interested organisations. As a result of their work further requests for material are emerging and these include information that you can, hopefully, supply.

The Investigation believes that Cumbria University is the body responsible for overseeing the training and clinical placement of student midwives throughout the Morecambe Bay and South Cumbria areas since 2007. I trust you will confirm that this is correct?

Telephone: 01772 536376

Email: [correspondence@mbinvestigation.org](mailto:correspondence@mbinvestigation.org)

*Independent investigation into the management, delivery and outcomes of care provided by the Maternity and Neonatal services of University Hospitals of Morecambe Bay Trust from January 2004 – June 2013*

If so the Investigation is seeking to obtain the material set out in the attached Annex. Further requests may be made at a later date.

The Investigation's Documents and Evidence Manager (DEM), Paul Roberts, or the Assistant Documents and Evidence Manager (ADEM) [REDACTED] will be your principle points of contact in relation to evidence management.

The Investigation would prefer to receive evidence electronically in one of the following formats:

- Searchable PDF
- Word
- Excel

Should this not be possible, please contact Paul or [REDACTED] to discuss alternative ways in which the evidence can be made available to the Investigation.

#### Management of evidence by the Investigation

The Investigation recognises that Cumbria University will be concerned to know how material it is being asked to provide to the Investigation will be managed. It will therefore be helpful for you to know that material sought by and supplied to the Morecambe Bay Investigation from interested organisations and the families of those involved will be viewed and accessed by Investigation staff and the Investigation Panel only.

All Investigation staff, including the Panel, will view the material via a secure internet based database to which access will be controlled by the Investigation's Documents and Evidence Management Team and all Investigation personnel, including Panel members, are required to sign and adhere to the terms of a confidentiality undertaking.

Material and/or documents supplied to the Investigation will be collected from, or derived from, official files that are the property of interested organisations and/or individuals and will be considered by the Investigation as "working papers".

Working papers will be either returned to the relevant interested organisation/family at the end of the Investigation or destroyed by the Investigation and a record of all document destruction will be retained.

The Investigation has applied to the Information Commissioner for Data Protection Act Registration and fully understands its responsibilities holding evidence supplied by interested organisations.

Material and/or documents supplied to and considered by the Investigation will not be provided or shown to any interviewee in advance of their attendance, by the Investigation. Interviewee's will be advised in advance of their attendance what specific topics or areas the Panel wish to ask them about and which of the Investigations specific term(s) of reference they are being invited to provide evidence in respect of.

Should any interviewee wish to be reacquainted with any material and/or document(s) prior to attending the Investigation for an interview or to give evidence, they will be advised by the Investigation to liaise with their employer, or former employer, to make any necessary arrangements for them to undertake any such preparation.

I trust that being made aware at this early stage of the protocol the Investigation has adopted regarding document management will assist Cumbria University in providing material as swiftly as possible.

The evidence required for the Investigation from Cumbria University is set out at Annex A, and should be submitted to the Investigation **within 21 working days** of the date of this letter.

I anticipate that your organisation may hold evidence covering some of the period of time the Investigation is looking at. However, should that not be the case, I would be grateful if you could advise the Investigation where that evidence might be obtained.

Once the evidence has been examined, the Chairman will decide whether oral evidence is required. Whilst it is not possible to determine at this stage whether the Investigation will require to interview you, or any of your staff, it may be helpful, even at this early stage, if you would advise your staff accordingly, and if you would also make contact with any staff member who has retired or left your organisation to ensure, if necessary, the Investigation has up to date contact details for those who may be asked to give oral evidence.

If you have any further queries regarding the evidence being requested or would like an informal discussion, please contact:

Paul Roberts:                      T: 01772 536401      E: [paul.roberts@mbinvestigation.org](mailto:paul.roberts@mbinvestigation.org)  
[REDACTED]                        T: 01772 536390      E: [REDACTED]@mbinvestigation.org

*Independent investigation into the management, delivery and outcomes of care provided by the Maternity and Neonatal services of University Hospitals of Morecambe Bay Trust from January 2004 – June 2013*

Should this letter be forwarded to or addressed to another officer at the University, will you kindly pass on this request and advise me of the name of the colleague who is now dealing with it.

Yours sincerely,

**OONAGH McINTOSH**  
**SECRETARY TO THE INVESTIGATION**

Enc: MBI terms of reference

## **Annex A**

1. The evidence required by the Investigation covers the period from 1 January 2004 to 30 June 2013, and should include any information that was known and is pertinent to the Investigation by the Cumbria University.
2. All feedback the Medical School received/collected from student midwives (enrolled with the Cumbria University) who had placements in maternity and neonatal units at UHMBT during the period covered by the Investigation in respect of their placement.
3. All correspondence between the Cumbria University and the UHMBT with regard to complaints about their student midwives on placement in maternity and neonatal units at the Trust during the period covered by the Investigation.
4. All information on any measures taken by the Cumbria University in response to any complaint against student midwives on placement at the UHMBT during the period covered by the Investigation.
5. Any other material that Cumbria University considers would assist the Investigation in addressing its terms of reference in full.

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**From:** [REDACTED]  
**Sent:** 22 May 2014 11:28  
**To:** [REDACTED]  
**Cc:** Roberts, Paul  
**Subject:** RE: University of Cumbria Evidence - Batch 3 part 2

Hi [REDACTED]

The panel have now reviewed the sample Practice Assessment Documents and have concluded that the information contained in them is not relevant to the Investigation.

They have asked, however, whether the University holds the documents completed by students at the end of their attachments?

Kind regards

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**From:** [REDACTED]  
**Sent:** 16 May 2014 11:04  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: University of Cumbria Evidence - Batch 3 part 2

Batch 3 part 2 attached – this is the final attachment

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**From:** [REDACTED]  
**Sent:** 16 May 2014 11:01  
**To:** [REDACTED]@mbinvestigation.org  
**Cc:** [REDACTED]  
**Subject:** RE: University of Cumbria Evidence - Batch 3 part 1

Batch 3 part 1 attached

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**From:** [REDACTED]  
**Sent:** 16 May 2014 10:57  
**To:** [REDACTED]@mbinvestigation.org  
**Cc:** [REDACTED]  
**Subject:** RE: University of Cumbria Evidence - Batch 2 part 2

Batch 2 part 2 attached

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**From:** [REDACTED]  
**Sent:** 16 May 2014 10:55  
**To:** [REDACTED]@mbinvestigation.org  
**Cc:** [REDACTED]  
**Subject:** FW: University of Cumbria Evidence - Batch 2 part 1

Batch 2 part 1 attached.

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**From:** [REDACTED]  
**Sent:** 16 May 2014 10:41  
**To:** [REDACTED]@mbinvestigation.org

Cc: [REDACTED]  
Subject: FW: University of Cumbria Evidence - Batch 1

Dear [REDACTED]

Please find attached batch 1 of a sample of extracts from the Practice Assessment Documents I referred to yesterday. Two more batches are to follow.

As discussed, we estimate it will take 24 hours to scan the extracts for all of the Practice Assessment Documents we hold for the time period you specify. It will then take us further time to redact student names.

I would be grateful if you could advise us if you will need these documents.

As I am on leave next week, please you could contact my colleague [REDACTED] after today. I have copied [REDACTED] into this e-mail and her direct phone number is [REDACTED]

Regards,

[REDACTED]

[REDACTED]  
Records Management Officer  
Vice Chancellor's Office  
University of Cumbria  
Bowerham Road  
Lancaster  
LA1 3JD

Tel: [REDACTED]  
[REDACTED]

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From: [REDACTED]  
Sent: 15 May 2014 09:48  
To: [REDACTED]@mbinvestigation.org'  
Subject: University of Cumbria Evidence

Dear [REDACTED]

Thanks for your help earlier regarding the evidence we are providing from the University of Cumbria.

As agreed, we will send through a sample of the Practice Assessment Documents I referred to so that you can let us know if you will require these. I have just heard that the colleague who has access to these documents is out of the office today, so we will send these through to you tomorrow instead.

As I explained, in relation to point 2 of your request for evidence, we will providing Summary Evaluation Reports and our Annual Evaluatory Review documents. These summarise feedback from students and highlight any issues or trends. We do not however have the actual feedback forms completed by students as these are destroyed after 1 year.

I will be in touch again tomorrow,

Regards,

[REDACTED]

[REDACTED]  
Records Management Officer  
Vice Chancellor's Office  
University of Cumbria  
Bowerham Road  
Lancaster  
LA1 3JD

Tel: [REDACTED]  
[REDACTED]

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*Please note my normal working hours are Tuesday to Friday 8am - 5pm*

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