

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

3rd Floor
Park Hotel
East Cliff Complex
Preston
PR1 3EA

T: 01772 536376
E: correspondence@mbinvestigation.org

10 March 2014

Dear [TITLE] [SURNAME]

THE MORECAMBE BAY INVESTIGATION – INTERVIEW PROTOCOL

The Investigation is currently reviewing the significant volume of documents and evidence provided by interested organisations. From this material the Investigation Panel are compiling a list of individuals it will invite to interview. The programme of interviews will form the second phase of the evidence gathering process.

In order for the interview programme to proceed in an effective and efficient manner, and to ensure that all potential interviewees, and the families, can be informed about the practical arrangements for interviews, the Investigation has prepared an interview protocol.

I am enclosing with this letter a final draft of the Investigation's interview protocol for consideration by each of the interested organisations.

The Investigation invites you to review the draft protocol and provide any feedback or comments you have on the practical arrangements it sets out. The Investigation hopes that by sharing the draft protocol it will provide an opportunity to answer any questions you may have about the process.

The Investigation remains committed to the principle of treating all potential interviewees equally and would appreciate your continued cooperation to ensure that the principles set out in the protocol will be adopted by all of the interested organisations.

You are invited to submit any comments or questions you have on the draft protocol, in writing, to me by close of play on **Monday 17 March**. A final version of the interview protocol will then be issued and that can be shared with potential interviewees.

The interview protocol will not be published on the Investigation's website until it is finalised.

The Investigation will liaise with you separately to obtain contact details for individual interviewees and the Secretariat will discuss the emerging interview schedule with you to

enable interested organisations to make arrangements should interviewees need to review evidence prior to their attendance.

The Investigation will commence the interview programme in late April.

Should you wish to speak to me about the draft protocol please do not hesitate to contact me on 01772 536 381 or e-mail me at Oonagh.McIntosh@mbinvestigation.org

I look forward to hearing from you.

Yours sincerely,

**OONAGH McINTOSH (Mrs)
SECRETARY TO THE INVESTIGATION.**

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Name and address

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

Date

Dear [Click here to enter text.](#),

As you may be aware the Secretary of State for Health has established an independent Investigation into the maternity and neonatal services at the University Hospitals of Morecambe Bay NHS Foundation Trust (the Trust) and their governance and management between 1 January 2004 and 30 June 2013.

The Investigation is being chaired by Dr Bill Kirkup CBE. He is supported by a Panel of expert advisors. The Investigation will report to the Secretary of State in November. A copy of the terms of reference for the Investigation is attached.

The Investigation Panel is currently reviewing a significant volume of material provided by a number of interested organisations and individuals. From this review, the Investigation Panel has identified a number of individuals who may have further relevant or useful information to help it address its terms of reference.

From the review of documents, the Investigation has established that you were employed as **role** at **organisation** and it is in respect of the responsibility you had in this post that the Panel have determined that they wish to interview you.

At present I am writing to you to provide you with as much notice as possible that you will be invited to interview and to ask you to provide some information to enable the Investigation's Secretariat to make the practical arrangements for the interview.

Telephone: 01772 536376

Email: 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

The Investigation will conduct the majority of its interviews at its office in Preston and, on occasions, to help interviewees and the families of those affected who are entitled to observe the interviews, in the Barrow area. The Investigation hopes that its interviews will take place in June, July and September and we are therefore seeking your co-operation to make the necessary arrangements.

I have enclosed a copy of the Investigation's interview protocol that I hope you will find informative. It is a detailed document and I trust it will answer any questions you may have regarding the practical arrangements for your attendance and also help you understand the nature of the Investigation and the approach that the Chairman and Panel will adopt.

I am also enclosing a proforma that you are asked to complete and return to the Investigation by Wednesday 18 June 2014. This will ensure that the Investigation can communicate with you directly and also gives you the opportunity to advise the Investigation immediately of dates that you will be unable to attend for an interview (eg. dates of hospital appointments or pre-booked holidays).

Once the Investigation has received this information from you it will communicate with you regarding the arrangements for your attendance and advise you what, if any documents you should re-familiarise yourself with in advance of your attendance.

It is anticipated that the Investigation Panel will indicate if any specific documents should be made available to you and this information will also be shared with your employer (or former employer or legacy body) at the earliest possible opportunity.

No interviewee will be required to attend their interview with hard copies of material or prepared notes as the Investigation Chairman has indicated that you will be invited to share your views and experiences rather than be required to discuss specific detail set out in documents and correspondence. Should the Panel consider, prior to or during the course of your interview, that you should have sight of a specific document adequate time will be made available for this.

Should you have any queries regarding this letter please do not hesitate to contact the Investigation's Deputy Secretary, Nick Heaps on 01772 536393 or Kate Roberts, Interview Programme Support Officer, on 01772 536389 or e-mail your query to the Investigation's mailbox correspondence@mbinvestigation.org

Further detail about the Investigation can be found on its website www.gov.uk/government/organisations/morecambe-bay-investigation.

I hope this is helpful and I look forward to meeting you.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Name and address

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

Date

Dear [Click here to enter text.](#)

As you may be aware the Secretary of State for Health has established an independent Investigation into the maternity and neonatal services at the University Hospitals of Morecambe Bay NHS Foundation Trust (the Trust) and their governance and management between 1 January 2004 and 30 June 2013.

The Investigation is being chaired by Dr Bill Kirkup CBE. He is supported by a Panel of expert advisors. The Investigation will report to the Secretary of State in November. A copy of the terms of reference for the Investigation is attached.

The Investigation Panel has reviewed a significant volume of material provided by a number of interested organisations and individuals. From this review, the Investigation Panel has identified a number of individuals who may have further relevant or useful information to help it address its terms of reference and is now approximately halfway through its interview programme.

An interview with [name](#) has revealed that you worked with them when they were [position](#) of [organisation](#) and the Panel have determined that they wish to interview you in respect of the responsibility you had in this position.

I am writing to inform you that you will be invited to interview and to ask you to provide some information to enable the Investigation's Secretariat to make the practical arrangements for the interview.

Telephone: 01772 536376

Email: 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

The Investigation will conduct the majority of its interviews at its office in Preston and, on occasions, to help interviewees and the families of those affected who are entitled to observe the interviews, in the Barrow area.

I have enclosed a copy of the Investigation's interview protocol that I hope you will find informative. It is a detailed document and I trust it will answer any questions you may have regarding the practical arrangements for your attendance and also help you understand the nature of the Investigation and the approach that the Chairman and Panel will adopt.

I am also enclosing a proforma that you are asked to complete and send to the Investigation by return. This will ensure that the Investigation can communicate with you directly and also gives you the opportunity to advise the Investigation immediately of dates that you will be unable to attend for an interview (eg. dates of hospital appointments or pre-booked holidays).

Once the Investigation has received this information from you it will communicate with you regarding the arrangements for your attendance and advise you what, if any documents you should re-familiarise yourself with in advance of your attendance.

It is anticipated that the Investigation Panel will indicate if any specific documents should be made available to you and this information will also be shared with your employer (or former employer or legacy body) at the earliest possible opportunity.

No interviewee will be required to attend their interview with hard copies of material or prepared notes as the Investigation Chairman has indicated that you will be invited to share your views and experiences rather than be required to discuss specific detail set out in documents and correspondence. Should the Panel consider, prior to or during the course of your interview, that you should have sight of a specific document adequate time will be made available for this.

Should you have any queries regarding this letter please do not hesitate to contact the Investigation's Deputy Secretary, Nick Heaps on 01772 536393 or Melanie Crawford, Interview Programme Support Officer, on 01772 536389 or e-mail your query to the Investigation's mailbox correspondence@mbinvestigation.org

Further detail about the Investigation can be found on its website www.gov.uk/government/organisations/morecambe-bay-investigation.

I hope this is helpful and I look forward to meeting you.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Click here to enter text.

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

3 June 2014

Dear Click here to enter text.,

As you may be aware the Secretary of State for Health has established an independent Investigation into the maternity and neonatal services at the University Hospitals of Morecambe Bay NHS Foundation Trust (the Trust) and their governance and management between 1 January 2004 and 30 June 2013.

The Investigation Panel is currently reviewing a significant volume of material provided by a number of interested organisations and individuals. From this review, the Investigation Panel has identified a number of individuals who may have further relevant or useful information to help it address its terms of reference.

From the review of documents, the Investigation has established that you were employed as [INSERT JOB TITLE] at [INSERT ORGANISATION].

The Investigation wrote to you on [DATE] to advise that you would be invited to interview, and a proforma was enclosed for your completion to enable the Investigation's Secretariat to make the practical arrangements for the interview. The Investigation requested that you return the proforma by [DATE].

At present the Investigation has not received your completed form, or a reply from you regarding the letter. As the Interview Programme is now underway, the Investigation is keen to make contact with you as soon as possible to make arrangements for your attendance.

Telephone: 01772 536376

Email: 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

The Investigation would appreciate if you could contact the Deputy Secretary, Nick Heaps on 01772 536393 or Kate Roberts, Interview Programme Support Officer, on 01772 536389 as a matter of urgency to discuss the contents of this letter.

Further detail about the Investigation can be found on its website www.gov.uk/government/organisations/morecambe-bay-investigation.

If you have sent the completed proforma in the last few days it may not have reached us yet. In this instance please accept our apologies and disregard this letter.

I look forward to hearing from you.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

8 October 2014

Dear [Click here to enter text.](#),

As you may be aware the Secretary of State for Health established an independent Investigation into the maternity and neonatal services at the University Hospitals of Morecambe Bay NHS Foundation Trust (the Trust) and their governance and management between 1 January 2004 and 30 June 2013.

The Investigation is being chaired by Dr Bill Kirkup CBE. He is supported by a Panel of expert advisors. The Investigation will report to the Secretary of State in November. A copy of the terms of reference for the Investigation is attached.

The Investigation Panel is currently reviewing a significant volume of material provided by a number of interested organisations and individuals. From this review, the Investigation Panel has identified a number of individuals who may have further relevant or useful information to help it address its terms of reference and is now approximately halfway through its interview programme.

From the review of documents, the Investigation has established that you are employed as [role](#) at [organisation](#) and it is in respect of the responsibility you have in this post that the Panel has determined that it wishes to hear more from you.

You are asked to provide the Investigation, in writing, with any information you may have about the situation. The Investigation appreciates that your involvement may not have been recent and you may not now have access to relevant documents. The Investigation Panel therefore do not expect you, at this stage, to provide them with

Telephone: 01772 536376

Email: 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

details of correspondence and dates of meetings or conversations with colleagues. The Investigation will have access to the relevant material from over twenty interested organisations.

However, it may help you if you consider the following when preparing your response:

- Were you aware of concerns about the maternity and neonatal services at the Trust?
- If so, is there anything that you would like to tell the Investigation that will assist the Panel to address its terms of reference?
- Were any concerns you were aware of raised, or discussed with, colleagues in your organisation and/or with managers or staff in any other organisation and if so can you advise the Panel what action was taken?

It is possible that in light of your response, the responses of others and/or the ongoing review of material still being provided to the Investigation, you may be invited to be interviewed.

I am therefore also writing to ask you to provide some information to enable the Investigation's Secretariat to make the practical arrangements for a potential interview.

The Investigation will conduct the majority of its interviews at its office in Preston and, on occasions, to help interviewees and the families of those affected who are entitled to observe the interviews, in the Barrow area.

I have enclosed a copy of the Investigation's interview protocol that I hope you will find informative. It is a detailed document and I trust it will answer any questions you may have regarding the practical arrangements should you attend an interview and also help you understand the nature of the Investigation and the approach that the Chairman and Panel will adopt.

I am also enclosing a proforma that you are asked to complete and return to the Investigation by return. This will ensure that the Investigation can communicate with you directly and also gives you the opportunity to advise the Investigation immediately of dates that you will be unable to attend for an interview (eg. dates of hospital appointments or pre-booked holidays).

When the Investigation has received information from you it will communicate with you regarding any potential interview.

If you are invited to interview the Investigation will advise you what, if any documents you should re-familiarise yourself with in advance of your attendance. It is anticipated that the Investigation Panel will indicate if any specific documents should be made available to you prior to an interview and this information will also be shared with your employer (or former employer or legacy body) at the earliest possible opportunity.

No interviewee will be required to attend their interview with hard copies of material or prepared notes. The Investigation Chairman has indicated that you will be invited to share your views and experiences rather than be required to discuss specific detail set out in documents and correspondence. Should the Panel consider, prior to or during the course of your interview, that you should have sight of a specific document, adequate time will be made available for this.

Should you have any queries regarding this letter please do not hesitate to contact the Investigation's Deputy Secretary, Nick Heaps on 01772 536 393 or e-mail your query to the Investigation's mailbox correspondence@mbinvestigation.org.

A response is required by **22 October 2014**.

Further detail about the Investigation can be found on its website www.gov.uk/government/organisations/morecambe-bay-investigation.

I hope this is helpful and I look forward to hearing from you.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

Subject:

Morecambe Bay Investigation - Interview

Attachments:

Example letter re interview in Barrow.docx

Dear

Thank you for agreeing to be interviewed. I have attached a letter about your interview.

The interview will be at Trinity Enterprise Centre, Barrow. This is a two storey office building on Ironworks Road not far from the town centre and about a twenty minute walk from Barrow railway station. The Investigation has hired a meeting room there for the day.

Please get in touch if you have any questions.

Regards

Nick

Deputy Secretary

Morecambe Bay Investigation
3rd Floor Park Hotel
East Cliff
Preston
PR1 3EA

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

30 September 2014

Dear

THE MORECAMBE BAY INVESTIGATION – INTERVIEW ARRANGEMENTS

Thank you for accepting the invitation to be interviewed by the Morecambe Bay Investigation about your roles in organisation in connection with University Hospitals Morecambe Bay NHS Trust.

The interview will take place at time on date at Trinity Enterprise Centre, Furness Business Park, Ironworks Road, Barrow in Furness, Cumbria, LA14 2PN.

Interviews are normally chaired by Dr Bill Kirkup CBE who has been appointed to lead the Investigation and other members of the Panel will take part:

Julian Brookes, advising on governance

Catherine Calderwood, advising on obstetrics

Jacqui Featherstone, advising on midwifery

Stewart Forsyth, advising on paediatrics

Jonathan Montgomery, advising on ethics

Jimmy Walker, advising on obstetrics

Geraldine Walters, advising on nursing.

Not all the panel members will be present at your interview.

Telephone: 01772 536376

Email: 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

You have previously been provided with a copy of the Investigation's interview protocol. The protocol provides you with details about how the Investigation operates and how the information you provide the Investigation will be used. The protocol also addresses some of the practical arrangements and additional details are set out in this letter.

Please feel free to arrive in advance of your interview time to give yourself chance to get settled. You will be met in reception by a member of the Investigation team.

If you would like someone to accompany you to the interview can you please ensure that the details are supplied to me by 16.00 on date.

The interview will take place in a large private room. The Chair and Panel members will be seated at the front of the room. The interviewee will be seated near the front of the room facing the Chair and Panel members. Only the Chair and Panel members will ask the interviewee questions.

Oonagh McIntosh, Secretary to the Investigation, and perhaps another member of the Investigation team will be in the interview room but will not take part in the interview.

Families who received Maternity and Neonatal services from UHMBT will also have the chance to be present during the interviews. They will be seated at the rear of the room and will not take part in the interviews of other people.

Stenographers will be in the room making a record of the interview but will also take a sound recording to enable the record to be verified. Once the documented record is verified the sound recording will be deleted. The interviews will not be recorded on video and no pictures will be taken. No reporters will be present in the interviews.

In the unlikely event you are delayed on the day of your interview please telephone 01772 536 376 to advise the Investigation as soon as possible.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

NICK HEAPS
DEPUTY SECRETARY TO THE INVESTIGATION

Subject:

Morecambe Bay Investigation - Interview

Attachments:

Example letter re interview in Preston.docx; Directions to Park Hotel.docx

Dear

Thank you for agreeing to be interviewed. I have attached a letter about your interview and some directions to the venue.

The interview will be at Park Hotel, Preston. This is a former hotel but is now used as offices by Lancashire Council. The Investigation rents a few rooms.

Please note that there are two buildings in Preston called Park Hotel and that just typing Park Hotel, Preston into a sat nav or mobile phone app will very likely direct you to the wrong place. The correct postcode for use with sat navs is PR1 3JT. If approaching on foot the access to our offices at Park Hotel is at the bottom end of the Fishergate Shopping Centre car park that is next to Preston railway station.

Please get in touch if you have any questions.

Regards

Nick

Deputy Secretary

Morecambe Bay Investigation
3rd Floor Park Hotel
East Cliff
Preston
PR1 3EA

01772 536393

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

by e mail

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

(date)

Dear [Click here to enter text.](#)

THE MORECAMBE BAY INVESTIGATION – INTERVIEW ARRANGEMENTS

Thank you for accepting the invitation to be interviewed by the Morecambe Bay Investigation about your work for (organisation) regarding University Hospitals of Morecambe Bay NHS Trust.

The interview will take place at (time) on (date) at Park Hotel, East Cliff, Preston, PR1 3EA.

Interviews are normally chaired by Dr Bill Kirkup CBE who has been appointed to lead the Investigation and other members of the Panel will take part:

Julian Brookes, advising on governance

Catherine Calderwood, advising on obstetrics

Jacqui Featherstone, advising on midwifery

Stewart Forsyth, advising on paediatrics

Jonathan Montgomery, advising on ethics

Jimmy Walker, advising on obstetrics

Geraldine Walters, advising on nursing.

Not all the panel members will be present at your interview.

Telephone: 01772 536376

Email: 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

You have previously been provided with a copy of the Investigation's interview protocol. The protocol provides you with details about how the Investigation operates and how the information you provide the Investigation will be used. The protocol also addresses some of the practical arrangements and additional details are set out in this letter.

Directions to Park Hotel are enclosed along with a map.

Please feel free to arrive in advance of your interview time to give yourself chance to get settled. Reception at Park Hotel will let me know you have arrived and you will be collected by a member of the Investigation team.

If you would like someone to accompany you to the interview can you please ensure that the details are supplied to me by 16.00 on (date).

The interview will take place in a large private room. The Chair and Panel members will be seated at the front of the room. The interviewee will be seated near the front of the room facing the Chair and Panel members. Only the Chair and Panel members will ask the interviewee questions.

Oonagh McIntosh, Secretary to the Investigation, and perhaps another member of the Investigation team will be in the interview room but will not take part in the interview.

Families who received Maternity and Neonatal services from UHMBT will also have the chance to be present during the interviews. They will be seated at the rear of the room and will not take part in the interviews of other people.

Stenographers will be in the room making a record of the interview but will also take a sound recording to enable the record to be verified. Once the documented record is verified the sound recording will be deleted. The interviews will not be recorded on video and no pictures will be taken. No reporters will be present in the interviews.

In the unlikely event you are delayed on the day of your interview please telephone 01772 536 376 to advise the Investigation as soon as possible.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

NICK HEAPS
DEPUTY SECRETARY TO THE INVESTIGATION

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

Directions to the Park Hotel, East Cliff Complex

From Preston Railway Station

Park Hotel is about five minutes walk from the train station. If you leave the station following the signs for the car park this should bring you out of the station facing the Fishergate Shopping Centre. Turn right (heading away from Fishergate Centre) and head down the road towards the multi storey car park. Remain on the footpath around the side of the multi storey (it will be on your right) and you will see a mini roundabout. If you look up in front of you, you should see a bridge. Cross the road and walk along the path between two ground level car parks and you will see some steps up to the bridge. Go across the bridge and follow the path past the barrier to the car park, and then follow the signs for the Park Hotel / East Cliff Complex Reception.

From the North

Leave the M55 at junction 1, then at the roundabout take the 3rd exit onto the A6 signposted Preston. Continue until the traffic lights where you can turn right onto the A59 signposted Liverpool, Southport A565. After approximately 0.31 miles you will need to turn left at the traffic lights onto Fleet Street which is signposted Winckley Square. Continue forward onto Lune Street and at the traffic lights turn right onto Fishergate and then turn left onto Chapel Street. Continue forward onto Winckley Square and then onto Ribblesdale Place. Take a right onto East Cliffe. You will then need to drive straight ahead and over a bridge where you will arrive at some barriers which is the entrance to Park Hotel.

From the South.

Leave the M6 at junction 31 then at the roundabout take the 1st exit onto the A59 signposted Preston. At the roundabout take the 1st exit onto the A59 signposted Town Centre Liverpool, Southport. At traffic light signals turn right onto the A6 signposted Town Centre. At the traffic signals continue forward onto the A59 signposted Liverpool. At traffic signals turn left onto Fleet Street signposted Winckley Square. Continue forward onto Lune Street. At traffic signals turn right onto Fishergate. Turn Left onto Chapel Street. Continue forward onto Winckley Square and then continue forward onto Ribblesdale Place. Turn right onto East Cliff. You will then need to drive straight ahead and over a bridge where you will arrive at some barriers which is the entrance to Park Hotel.

Morecambe Bay Investigation

3rd Floor Park Hotel

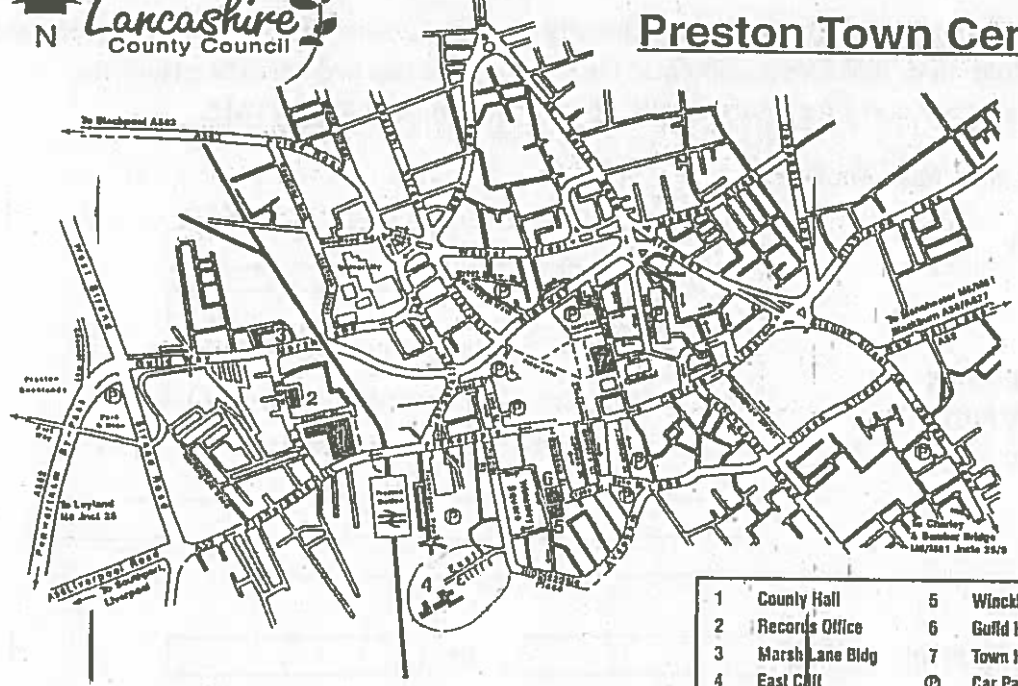
East Cliff

Preston

PR 1 3EA

(Postcode for Sat Nav systems PR1 3JT)

Preston Town Centre



- | | | | |
|-----|-----------------|------------------|---------------|
| 1 | County Hall | 5 | Winkley House |
| 2 | Records Office | 6 | Guild House |
| 3 | Marsh Lane Bldg | 7 | Town Hall |
| 4 | East Cliff | ⊙ | Car Parks |
| — — | | Pedestrian Areas | |

The Morecambe Bay Investigation interviewee contact details

The Investigation will need to contact you directly during course of the interview programme to gather information or make arrangements. Please complete this proforma to ensure the Secretariat has your current contact details. Please print in BLOCK CAPITALS.

Title (e.g Mr, Mrs, Miss, Ms, Dr):

Forename(s):

Surname:

Name of employing organisation/former organisation:

Job title(s):

Dates of employment: to

Preferred postal address:

Primary contact tel no:

Secondary contact tel no:

Email address:

Preferred interview location (*please circle*): Preston Barrow

(Please note it may not be possible to accommodate your specific preference, but every effort will be made to ensure your time is not wasted.)

All dates you are unavailable in November 2014 because of commitments, and an explanation of the commitments e.g. hospital appointment:

Additional requirements: (e.g with regard to accessibility such as wheelchair access)

The Morecambe Bay Investigation interview contact details cont.

In the extremely unlikely event you are unwell whilst with the Investigation it would be helpful to have the details of who we should contact. It is not essential that you complete this section.

Emergency Contact Details

Contact name:

Contact Address:

Relationship:

Emergency contact tel no (1):

Emergency contact tel no (2):

Please list any medical conditions, and any special instructions in the event of an emergency (allergies, use of inhaler/epi-pen, prescribed medication, etc.)

The Morecambe Bay Investigation would be grateful if you could return the completed signed proforma ASAP in the stamped addressed envelope provided.

Please be assured that your contact details will be stored securely and dealt with in accordance with Data Protection.

I give consent for the Morecambe Bay Investigation to contact me using the above details.

Signed:

Date:

From: Correspondence MB [<mailto:correspondence@mbinvestigation.org>]
Sent: Friday, April 25, 2014 02:13 PM GMT Standard Time
To: Dr Catherine Calderwood; Dr Geraldine Walters; Featherstone Jacqui; j.j.walker; Julian Brookes; Professor Jonathan Montgomery; Professor Stewart Forsyth;
Cc: McIntosh, Oonagh <Oonagh.McIntosh@mbinvestigation.org>; 'Bill Kirkup CBE
Subject: Interview Programme for the Morecambe Bay Investigation

Dear Colleague,

The Investigation will commence the interview programme on Friday 2 May when the Chairman will interview John Woodcock MP (MP for Barrow) at 1.45pm in the Garden Lodge, Clarence House Hotel, Dalton-in-Furness, LA15 8BQ.

I recognise that this is very short notice and that travelling to Dalton-in-Furness for an early afternoon interview next Friday may be difficult for you, but securing time in John Woodcock's diary and finding a suitable venue in the area at relatively short notice, have not been easy to achieve.

It would be helpful to know if you can attend the interview?

If you can attend the interview please liaise with Alison ASAP regarding any travel or accommodation requirements you may have.

If you cannot attend the interview, but have questions/issues that you consider the Investigation should put to Mr Woodcock to gain an understanding of contextual issues, relationships and his experiences of management of the Trust and interaction with external organisations, these should reach me by close of play on Wednesday 30 April.

The Secretariat are making arrangements for the Panel to interview the authors of the reports referred to in the Investigation's terms of reference, in Preston, on 21 and 22 May. Details will be confirmed ASAP.

I hope this is helpful.

If you have any queries about this please drop me an e-mail.

Oonagh.

CHAIRMAN'S INTRODUCTORY REMARKS

WELCOME

I would just like to welcome those who have been able to join us today. The interview programme of the Morecambe Bay Investigation is a crucial part of its evidence gathering process and wider interview programme.

I am grateful to you for making time in what I know is a very busy diary to come and talk to me and some of my fellow Panel members today. I am Bill Kirkup and I Chair the Investigation and I will ask my Panel colleagues to introduce themselves by name and tell you their area of expertise they advise me about.

Introductions.....

INTRODUCTION

I would just like to explain that only the Panel will be asking you questions and seeking your views. Family members, who I am glad to see here today, are here as observers to the interview process and have all been given the opportunity to submit general questions about themes that have emerged throughout the work of the Investigation, and previously, to the Panel for us to consider.

You will note that there are microphones on the tables and we have a colleague taking a record of the proceedings. The recording is being made to aid the production of the note of this interview and also so that those family members who are unable to attend interviews, will have the opportunity to attend the Investigation's offices in Preston at a later date to hear the recording of the interview.

As you know a summary note about this interview will be placed on the Investigation website in the next few working days.

CONFIDENTIALITY

Some of you may have found it unusual to have to hand over your mobile phones and electronic devices before entering the room. I can assure you that all of us have handed in our phones, blackberry's and laptop computers to members of the Secretariat to look after whilst we are here. The reason I have asked everybody to comply with this is to ensure that interviews are not recorded and shared outside the Investigation. I hope that by doing this I can assure interviewees that their evidence and information will be placed in context with other evidence submitted to the Investigation. I also hope that it avoids any misunderstanding or misrepresentation of information that is forthcoming in these interviews.

My concern about material being reviewed in isolation and not being viewed in its entirety by the Investigation Panel extends to any manuscript notes that attendees may make. I would request that these are kept to a minimum to ensure that there is no risk that they are misplaced and misconstrued if read in isolation.

I make the request again to those following closely the work of the Investigation to help and support me and my Panel in addressing the Investigation's Terms of Reference by allowing us to do our job and gain and maintain the confidence of all interviewees over the coming weeks and months.

HOUSEKEEPING

I need you to all be aware that in the unlikely event that the fire alarm sounds members of the Investigation's Secretariat will escort you to the place of safety. We are not anticipating a routine fire alarm to be sounded but if the alarm does ring then my colleagues will look after you.

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Private & Confidential

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

23 December 2014

Dear [Click here to enter text.](#),

THE MORECAMBE BAY INVESTIGATION

TRANSCRIPT OF YOUR INTERVIEW AND TIMELINE FOR THE INVESTIGATION

Thank you for attending the Morecambe Bay Investigation to be interviewed by members of the Investigation Panel. The Panel were grateful to you for making the time to attend and also for the information you were able to share with them.

I am taking this opportunity to write to everyone who has been interviewed by the Investigation.

Agreed record of your interview

The Investigation's interview protocol explained that you would be provided with a copy of the transcript of your interview for you to check for accuracy and to enable you to add any further clarification or other information that will help ensure that your account is as complete as possible. The Investigation's interview programme has nearly concluded and transcripts of interviews are now being issued, simultaneously, to all interviewees.

In order to maintain patient confidentiality, the transcripts of closed sessions cannot be shared but provision will be made available at Park Hotel or in Barrow should you wish to review the transcript of the closed session of your interview prior to 9 January 2015.

Telephone: 01772 536376

Email: correspondence@mbinvestigation.org

I have enclosed with this letter a written record of your interview which is being provided to you on a confidential basis. In line with the advice given by the Chairman at the start of your interview, the Investigation would appreciate it if you did not share the record more widely until the Report of the Investigation has been published. The Investigation Chairman believes it is important that all of the evidence is considered in the context of the whole Investigation and that if parts are viewed in isolation they could be misinterpreted or cause incorrect conclusions to be reached.

I would be grateful if you would review this record and manually correct anything that is factually incorrect. Due to competing priorities during the period that the Investigation has been conducting its interviews, a comprehensive proof read of the transcripts has not yet been undertaken. As this is a record of a spoken interview it will not be grammatically correct or perhaps flow as freely as a considered written statement might. I would ask that you bear that in mind when making alterations as it will be obvious if transcripts have been reworded to make them clearer.

Before the record of your interview is finalised and provided to the Department of Health as part of the Investigation's archive, the Secretariat will proof read the record of the interview to correct any typographical errors.

Once you have made any manuscript amendments to the transcript the document should be returned to the Investigation addressed for the attention of Nick Heaps, Deputy Secretary to the Investigation using the stamped addressed envelope provided. Alternatively, you can email manuscript amendments to nick.heaps1@mbinvestigation.org

Should you wish to make any comments on the transcript of the interview these should be submitted to the Investigation by **Friday 9 January 2015**.

What will happen to the record of your interview after the Investigation Report is published?

Records of all interviews will be placed in the Department of Health's record office after the Investigation Report has been published. At that stage, because the Department of Health is a public authority and subject to the Freedom of Information Act 2000, records of the interviews will be potentially accessible through requests made under the Act by any persons or organisations. The Investigation's intention is that this information will not be disclosed and that applications will be resisted using one of a number of exemptions provided under the Freedom of Information Act. A

"Caldicott Guardian" will be appointed to consider all requests made to obtain records of Investigation interviews under the Act.

Concerns and criticisms identified during the evidence gathering process

The Investigation is working to a tight timeline to complete its work.

I hope it is helpful for you to know how the Investigation will deal with any concerns or criticisms it identifies in respect of individual's actions, or omissions, and the timetable for this phase of the Investigation's work. Interviewees will already be aware of issues of concern as these were discussed at interview.

Should any criticism be identified from the evidence the Panel has considered regarding your actions, the Investigation Chairman will notify you of the detail and explain how he intends to refer to this in the Investigation Report. You will be given the opportunity to comment and provide any additional evidence that you consider should be taken into account.

As part of this process, there will be a limited time for interviewees to respond to the notification of any criticism or adverse comment. The Investigation anticipates it will commence issuing "warning letters" in which there will be any criticism or adverse comment against you in the week commencing **19 January 2015** and require responses for consideration by **Thursday 5 February 2015**. I hope you will understand that in order to meet the Report publication deadline any response received from an interviewee after this time cannot be taken into account.

The Investigation does not anticipate that everyone who has been interviewed will receive a warning letter notifying them of criticism. I am merely ensuring that all interviewees are kept fully informed about, and are aware of, the process and the timetable.

Should you have any concerns or questions regarding how you can access help and advice should you receive a warning letter, you are advised to make contact with your employer, previous employer or legacy organisation. The team who supported you prior to attending your interview will help answer any questions you may have.

Confidentiality

As I have stated earlier, the Investigation is working to a tight timeline. Rather than delay seeking your co-operation in respect of confidentiality until later in January interviewees will be required to sign a confidentiality undertaking in respect of any warning letters received. As the Investigation Panel have yet to determine to whom

a warning letter may be issued, I am writing to all interviewees regarding confidentiality.

I hope you will understand that to maintain the integrity of the Investigation the warning letter process in particular (if applicable in your case) needs to be carried out on a confidential basis. It would damage the Investigation if confidentiality was not respected at this stage and be particularly unfair to those other interviewees who have also cooperated. I am therefore attaching a non-disclosure undertaking for you to sign and return. Please consider the contents of this agreement carefully. Whilst I envisage that certain interviewees may seek to obtain advice from their employer, previous employer or legacy organisation (which is permitted), the contents of transcripts and in particular warning letters should not be made public either by you, your advisers or any third parties. Unfortunately, if I do not receive a signed non-disclosure undertaking, I will not be able to release your warning letter (if applicable) and you will not therefore receive any advance notice of criticism or adverse comment that will be contained in the Report.

Publication of the Investigation Report

The arrangements for the publication of the Investigation Report have not yet been finalised but as soon as information is available it will be shared with you.

Should you have any queries regarding the Investigation's process and timeline you should initially contact Nick Heaps on 01772 536393.

I hope this is helpful.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

CONFIDENTIALITY AGREEMENT

MORECAMBE BAY INVESTIGATION

REPORT TO THE SECRETARY OF STATE FOR HEALTH

I undertake to keep the contents of any warning letters received from this Investigation (if applicable) and all responses confidential and not to disclose them to anyone other than to my legal advisors, employer, previous employer or legacy organisation without the express permission of the independent investigator, Dr Bill Kirkup, CBE. I undertake to disclose a copy of this agreement to my advisors, before seeking advice and my advisors will also be bound by this agreement.

I undertake to take all reasonable steps to ensure the warning letters and my responses are kept confidential.

I understand that if I receive a warning letter, it will contain draft extracts from the Investigation Chairman's Report, in which there will be criticism and adverse comments about me. The purpose of this warning letter process is to give me an opportunity to respond to these criticisms before the Investigation's Report is finalised.

I understand that a breach of this agreement and the undertakings referred to herein, could result in contempt of court proceedings being brought against me.

(You are advised to seek independent advice if you do not understand the contents of this agreement).

FULL NAME (PRINTED)

SIGNED

DATE

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Click here to enter text.

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

29 December 2014

Dear Click here to enter text.,

THE MORECAMBE BAY INVESTIGATION - PROGRESS UPDATE

As you are aware the Investigation Chairman has to submit his Report to the Secretary of State for Health in February.

I therefore thought it would be helpful to give you an update on progress and provide you with some detail of how the Investigation intends to address the next phase of its work and meet the timeline.

The Investigation will be writing to all individuals it has interviewed to provide them with an update and setting out, in some detail, what will be required of them in the time period leading up to the publication of the Investigation Report.

The Investigation's interview programme and evidence gathering process

The Investigation's interview programme is very nearly completed with only a handful of interviews to be arranged in the New Year.

Transcripts of interviews

All of those individuals who have been interviewed by the Investigation Panel will shortly be provided with a hard copy of the transcript of the open session of their interview for them to check for accuracy and to enable them to add any further

Telephone: 01772 536376

Email: 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

clarification, or other information, that will help ensure that their account is as complete as possible. In order to maintain patient confidentiality, the transcripts of closed sessions cannot be shared but provision will be made at Park Hotel or in Barrow for any interviewee who wishes to review the transcript of the closed session of their interview prior to 9 January 2015.

As the Investigation's interview programme has nearly concluded, transcripts of interviews are being issued, simultaneously, to all interviewees.

Due to competing priorities during the period that the Investigation has been conducting its interviews, a comprehensive proof read of the transcripts by the Investigation has yet to be undertaken. As the transcripts are records of spoken interviews they will not be grammatically correct or perhaps flow as freely as a considered written statement might. The Investigation has asked interviewees to bear that in mind when making alterations as it will be obvious if transcripts have been reworded to make them clearer.

Before the record of interviews are finalised and provided to the Department of Health as part of the Investigation's archive, the Secretariat will proof read the record of each interview to correct any typographical errors.

In line with the advice given by the Chairman at the start of each interview, the Investigation would appreciate it if interviewees did not share the record more widely until the Report of the Investigation has been published. The Investigation Chairman believes it is important that all of the evidence is considered in the context of the whole Investigation and that if parts are viewed in isolation they could be misinterpreted or cause incorrect conclusions to be reached.

Once interviewees have made any manuscript amendments to the transcript of their interview, the document should be returned to the Investigation addressed for the attention of Nick Heaps, Deputy Secretary using the stamped addressed envelope that the Investigation has provided to each interviewee.

The Investigation will be submitting its Report to the Secretary of State for Health in February. For your information, should interviewees wish to make any comments on the transcript of the interview these should be submitted to the Investigation by **Friday 9 January**.

What will happen to the record of interviews after the Investigation Report is published?

Records of all interviews will be placed in the Department of Health's record office after the Investigation Report has been published and any queries that arise following publication of the Report have been addressed.

At that stage, because the Department of Health is a public authority and subject to the Freedom of Information Act 2000, records of the interviews will be potentially accessible through requests made under the Act by any persons or organisations. The Investigation's intention is that this information will not be disclosed and that applications will be resisted using one of a number of exemptions provided under the Freedom of Information Act. A "Caldicott Guardian" will be appointed to consider all requests made to obtain records of Investigation interviews under the Act.

Concerns and criticisms identified during the evidence gathering process

The Investigation is working to a tight timeline to complete its Report and has advised all interviewees of the timeline for the next phase of the Investigation's work.

I hope it is helpful for you to know how the Investigation will deal with any concerns or criticisms it identifies during the consideration of the evidence, in respect of individual's actions, or omissions, and also the timetable for this work. Interviewees will already be aware of issues of concern as these were discussed at their interview.

Should any criticism be identified from the evidence the Panel has considered regarding an individuals' actions, the Investigation Chairman will notify them of the detail and explain how he intends to refer to this in the Investigation Report. Interviewees will be given the opportunity to comment and provide any additional evidence that they consider should be taken into account.

As part of this process there will be a limited time for interviewees to respond to the notification of any criticism or adverse comment. The Investigation anticipates it will commence issuing "warning letters" in which there will be criticism or adverse comment against individual interviewees in week commencing **19 January 2015** and will require responses for consideration by **Thursday 5 February 2015**. The Investigation hopes that interested organisations, as well as interviewees, will understand that in order to meet the Report publication deadline any response received from an interviewee after this time cannot be taken into account.

The Investigation does not anticipate that everyone who has been interviewed will receive a warning letter notifying them of criticism. I am merely ensuring that all interviewees are kept fully informed about, and are aware of, the process and the timetable.

Should interviewees who receive a warning letter have any concerns or questions, the Investigation has advised them to make contact with their employer, previous employer or legacy organisation. The team in your organisation who supported interviewees prior to their attendance at the Investigation will be best placed to answer any questions they may have.

Confidentiality

As I have stated earlier, the Investigation is working to a tight timeline. Rather than delay seeking interviewees co-operation in respect of confidentiality until later in January, the Investigation has provided all interviewees with a confidentiality undertaking in respect of the warning letter process. The fact that all interviewees have been asked to sign and return the undertaking does not infer that all interviewees will be issued with a warning of any criticism or adverse comment about them in the Investigation Report. The Investigation is merely ensuring that this administrative procedure is addressed now rather than at short notice nearer to the date of Report publication.

I hope you will understand that to maintain the integrity of the Investigation the warning letter process in particular (if applicable in any case) needs to be carried out on a confidential basis. It would damage the Investigation if confidentiality was not respected at this stage and be particularly unfair to those other interviewees who have also cooperated. Interviewees have therefore been provided with a non-disclosure undertaking to sign and return. Interviewees have been asked to consider the contents of the agreement carefully. Whilst I envisage that certain interviewees may seek to obtain advice from you, their previous employer or legacy organisation (which is permitted), the contents of transcripts and in particular warning letters should not be made public either by interviewees, their advisers or any third parties. Unfortunately, if the Investigation does not receive a signed non-disclosure undertaking from any individual, it will not be able to release their warning letter (if applicable).

For your information I am enclosing a copy of the confidentiality undertaking that has been sent to all interviewees.

Evidence gathering process

As you will appreciate the process of cross checking facts and detailed evidence prior to finalising the Report is a complex exercise. Whilst the Panel will refer to the transcripts of interviews and the material you provided at an earlier stage, it may require some further clarification from both interviewees and interested organisations.

In the event that any additional material is required this will need to be sought as a matter of urgency and I am therefore seeking your ongoing cooperation for this final stage of the Investigation's work – I trust that you and your organisation will continue to provide support to the Investigation.

Publication of the Investigation Report

The arrangements for the publication of the Investigation Report have not yet been finalised but as soon as information is available it will be shared with you. I anticipate that, once practical arrangements can be discussed we will need to work collaboratively to ensure that the Investigation addresses any concerns you, your staff or former staff may have and that the arrangements the Investigation puts in place are satisfactory. In view of the Investigation timeline these discussions will need to be completed in a relatively short timescale.

Should you have any queries regarding the Investigation's process and timeline please do not hesitate to contact me on 01772 536381.

I hope that you have a peaceful Christmas and an enjoyable break from work.

I hope this is helpful.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

Enc: confidentiality undertaking

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Click here to enter text.

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

27 February 2015

Dear Click here to enter text.,

MORECAMBE BAY INVESTIGATION: WARNING LETTER RESPONSE

Thank you for your response to the warning letter sent to you recently. I have ensured that your response has been given full consideration, so that where you have provided a factual correction or raised an issue of substance this can be taken into account in finalising the report.

In the case of the material you provided, I do consider that this has raised an issue of substance, and attach a copy of the amended paragraph(s) accordingly. In light of the evidence we heard from others and the documents provided to us, I do not consider that the draft requires further changes over and above this.

It may be helpful to you for me to say in clarification that we have taken the approach of including in the warning letter process all those who may be perceived as associated in some way with a general, usually organisational, criticism, to allow them to propose any factual corrections they believe necessary. This should not, however, be taken as implying that there is any closer attribution of personal responsibility to yourself than is explicit in the text that you have been sent.

Finally, I would like to thank you for engaging with this process and assisting with the work of the Investigation. I regret to say that I will not be able to engage in further debate about your response.

Telephone: 01772 536376

Email: correspondence@mbinvestigation.org

Yours sincerely,

BILL KIRKUP CBE

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Click here to enter text.

3rd Floor
Park Hotel
East Cliff
Preston
Lancashire
PR1 3EA

27 February 2015

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Telephone: 01772 536376
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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

BILL KIRKUP CBE

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

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

MEDIA PROTOCOL

1. Introduction

The Morecambe Bay Investigation is an independent investigation into the maternity and neonatal services of the University Hospitals of Morecambe Bay NHS Foundation Trust (the Trust) and their governance and management.

The Investigation is chaired by Dr Bill Kirkup CBE and was commissioned by the Department of Health.

This is not an investigation into the regulatory and supervisory systems of the NHS, as these issues have only recently been examined by the second Mid-Staffordshire Inquiry. Nor is it a Public Inquiry as the requirements for public evidence sessions are not considered suitable for the privacy and tact with which this investigation must be undertaken. To ensure that the Investigation will meet the requirements of openness and transparency, all of its sessions will be open to family members.

Members of the media will not attend the interviews. The process of attending an interview may be stressful for some individuals whether they are talking about their experiences or attending to observe the proceedings. The Investigation is doing everything it can to minimise the stress, but it would be appreciated if the media acts with sensitivity and care.

2. Arrangements for publicising the forthcoming interviews

On a Friday afternoon, the Investigation will post details of the forthcoming week's interview schedule on its website. The Investigation will set out the names of interviewees, the relevant post or position each interviewee held/holds and the date on which they will be interviewed.

3. Arrangements for the interviews

All those permitted to attend interviews (including the Panel, Secretariat, stenographers and those who are observing) will be required to hand their mobile telephone, laptop computer, tablet, camera and/or any recording device they may have with them, to the Investigation's Secretariat for safe keeping whilst the interviews are taking place.

Interviews will take place at the Investigation's office in Preston or, if appropriate, at a venue in Barrow. The offices at Park Hotel in Preston are owned and managed by Lancashire County Council.

Telephone: 01772 536376

Email: 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

Interviewees will be accompanied by a member of the Investigation Secretariat during their attendance at the Investigation.

4. Arrangements for the media

All media enquiries about the administration of the Morecambe Bay Investigation should be directed to the Investigation Secretary, Oonagh McIntosh or the Deputy Secretary, Nick Heaps on 01772 536376 or via the Investigation's mailbox Correspondence@mbinvestigation.org

The Investigation will not facilitate media interviews with interviewees and neither will it respond to queries regarding individual interviewees, other than to confirm their attendance.

A brief summary of each interview will be posted onto the Investigation website as soon as is practicable after each interview. The summary will provide details of the interviewee, their role and, if appropriate, the specific term(s) of reference they were interviewed in respect of.

5. Queries from the media related to the work of the Morecambe Bay Investigation

Enquiries that relate to services currently delivered at the University Hospitals of Morecambe Bay NHS Foundation Trust (including its provision of maternity services) should be directed to the Trust's communications team via www.uhmb.nhs.uk/hospitals or on 01539 732288.