

[REDACTED]

From: Report
Sent: 08 December 2014 14:25
To: Bill Kirkup; Dr Catherine Calderwood; Dr Geraldine Walters; Jacqui Featherstone; Julian Brookes; jj.walker [REDACTED] Professor Jonathan Montgomery; Professor Stewart Forsyth
Cc: McIntosh, Oonagh; Heaps, Nick; Roberts, Paul
Subject: Two day Planning session Wednesday 10 and Thursday 11 December
Attachments: AwayDayAgenda.docx; v1 MBI Narrative Chronology 081214.docx

Dear Colleague,

REPORT PREPARATION/PLANNING SESSION - WEDNESDAY 10 & THURSDAY 11 DECEMBER, PARK HOTEL

Please find attached the agenda for the two days of report planning on Wednesday and Thursday.

Also attached is the first version of a narrative chronology prepared by Bill (password protected as per earlier documents). You will see this is on the agenda for discussion on Wednesday morning.

There will be a full pack of updated Panel material for you when you arrive on Wednesday.

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

I look forward to seeing you on Wednesday.

Oonagh.

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THE MORECAMBE BAY INVESTIGATION
REPORT PREPARATION/PLANNING SESSION, PARK HOTEL
WEDNESDAY 10 DECEMBER & THURSDAY 11 DECEMBER

AGENDA

Wednesday 10 December

10:30am	Welcome and arrangements	WK OMcl
10:35am	Context and timescale	WK
10:45am	Objectives and outputs	All
11:00am	Updated Panel material (table, chronologies, interviews, data)	JF, PR, NH, OMcl
11:30am	Narrative Chronology – starter and development	WK/All
12:30pm	Lunch and further discussion	All
2:00pm	Clinical Subgroup: methods, findings	SF
3:00pm	Trust Subgroup: methods, findings	GW
4:00pm	External Subgroup: methods, findings	JM
5:00pm	Summary and plans for next day	WK

THE MORECAMBE BAY INVESTIGATION
REPORT PREPARATION/PLANNING SESSION, PARK HOTEL
WEDNESDAY 10 DECEMBER & THURSDAY 11 DECEMBER

AGENDA

Thursday 11 December

9:00am	Identifying and addressing evidence gaps	All
10:30am	Report: structure, writing, process	All
12:00pm	Process following report writing	WK
12:30pm	Lunch and further discussion	All
1:30pm	Arrangements for publication	WK All
2:30pm	Secretariat and ways of working	OMeI
3:00pm	Approximate close	

[REDACTED]

From: Heaps, Nick
Sent: 19 February 2015 17:51
To: jacqui.featherstone [REDACTED] Bill Kirkup [REDACTED];
jonathan.montgomery [REDACTED] Julian Brookes - Public Health England [REDACTED];
[REDACTED]; JAMES STEWART FORSYTH
[REDACTED] JJ.walker [REDACTED] Dr Catherine Calderwood
Dr Geraldine Walters
Cc: McIntosh Oonagh, Report
Subject: Report publication and family feedback

Dear All

Thank you for supplying your availability for the period 2 to 5 March. The arrangements are much the same as I wrote about for when the Report was due next week, but for clarity, I have set it out below:

Mon 2 March

Evening meeting with families in Barrow. Bill has decided that he can undertake this on his own. We expect an early start in Grange over Sands the following day and so accommodation has been booked for all Panel members at the hotel. The Cumbria Grand Hotel, Lindale Road, Grange-Over-Sands, Cumbria, LA11 6EN. Turning right out of the front of Grange-Over-Sands train station it is a ten minute walk along the main road to the hotel. A local taxi firm is Trevor Gill 07968 341460. If you require an evening meal you have to be in the restaurant and placed your order by 20:30.

Tues 3 March

All Panel members have said they are available and Bill would like you to be with him when he makes his statement. Bill is minded that he and sub-group leads will take part in the Q & A session. Bill to be interviewed on 1 to 1 basis.

We will book the Premier Inn in Barrow for those required on Wednesday.

Wed 4 March

Feedback to families in Barrow. Hopefully all done in one day. Bill would like Stewart, Catherine, Jacqui and Jimmy to accompany him.

Accommodation to be booked for those required on Thursday.

Thurs 5 March

Possible further feedback to families in Barrow or to one family in Preston. Bill would like Stewart and Catherine to accompany him.

Many thanks for your help with all this.

Nick

H

[REDACTED]

From: McIntosh, Oonagh
Sent: 23 February 2015 11:13
To: [REDACTED] Vineall, William; [REDACTED]
Cc: Heaps, Nick
Subject: E-MAILED COPY OF THE MBI REPORT

The Investigation Chairman has agreed that we can provide the Sponsor Unit with a copy of the Investigation Report via e-mail AFTER he has met and briefed the families the night before publication. The Report will be embargoed and officials should be mindful of, and observe, that

The Report will not be sent as a WORD document. You will be provided with a PDF'd print ready version and this will be e-mailed to one of you (please advise to whom the document should be sent?) late on Monday evening.

As agreed the Investigation will require the Sponsor Unit to sign a Confidentiality Undertaking in respect of the e-mailed version of the Report for you to return to the Investigation in the course of this week. The Undertaking should be signed and returned in advance of the material being supplied.

Nick, will liaise with you about this.

Oonagh.
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[REDACTED]

From: [REDACTED]
Sent: 26 February 2015 12:12
To: Heaps, Nick; Vineall, William; [REDACTED]
Subject: RE: Embargoed sight of the Investigation's Report

Hi Nick

We have invited the ALBs that we have been working with to come to PH for supervised reads of the report.

We have asked them to restrict numbers to two people and are expecting one of them to be a policy person although just in the process of confirming that now.

We will ask them to sign an agreement that sets out that the report will have an embargoed copy that they cannot take away and should not be mentioned until the embargo is lifted.

Could you let us know whether you also want us to provide space and an investigator for the MPs or the opposition health spokesman?

Thanks

Emily

From: Heaps, Nick
Sent: 26 February 2015 10:55
To: Vineall, William; [REDACTED]; [REDACTED]
Subject: Embargoed sight of the Investigation's Report

Good Morning

Some weeks ago you mentioned in our weekly phone catch-up that you might provide an opportunity for ALBs to view the Report prior to publication. It has not been confirmed that any arrangements have been made.

Could you confirm whether or not you are organising an event and if you are, what the arrangements are.

Many thanks

Nick

Deputy Secretary

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