

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Ms Katherine Rake OBE
Chief Executive
Healthwatch England
Skipton House
80 London Road
London
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3rd Floor
Park Hotel
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Preston
Lancashire
PR1 3EA

7th January 2014

Telephone: 01772 536376

Email: correspondence@mbinvestigation.org

Dear Ms Rake,

DOCUMENTS AND EVIDENCE REQUIRED BY THE MORECAMBE BAY INVESTIGATION

The Chairman of the Morecambe Bay Investigation, Dr Bill Kirkup's letter of 10th December 2013 refers.

The Investigation is now collecting evidence in respect of its terms of reference.

This letter sets out the evidence required from Healthwatch England. 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 appreciate receiving 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 Healthwatch England 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 witness in advance of their attendance, by the Investigation. Witnesses 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 witness 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, it will assist Healthwatch England in providing material as swiftly as possible.

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

The evidence being sought covers the period before Healthwatch England was established, and you are being asked to source information from the predecessor organisations – Local Improvement Networks (LINKs).

Once the evidence has been examined, the Chairman will decide who oral evidence should be heard from. Can I remind you that it would 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 the

smooth running of the Investigation it will be important to ensure we have 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, please contact:

Paul Roberts: T: 01772 536401 E: paul.roberts@mbinvestigation.org

[REDACTED] T: 01772 536390 E: [REDACTED]@mbinvestigation.org

Yours sincerely,

**OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION**

Enc. Terms of Reference

Annex A

1. All correspondence between Healthwatch and patients, relatives, staff or other organisations (including the Department of Health) regarding the standard of maternity and neonatal care at the Trust, the number of maternal and neonatal deaths/injuries sustained at The Trust, and/or complaints about care received or the management at the Trust, for the period 1 October 2012 (when Healthwatch was established) to 30 June 2103..
2. All correspondence between LINKs and patients, relatives, staff or other organisations (including the Department of Health) regarding the standard of maternity and neonatal care at the Trust, the number of maternal and neonatal deaths/injuries sustained at The Trust, and complaints about care and the management at the Trust, for the period 1 January 2004 to 30 September 2012.
3. All responses, made by LINKs or Healthwatch, to reports published regarding the standard of maternity and neonatal care delivered by the Trust and recommendations for change that LINKs and Healthwatch made in response to consultation documents and reports regarding patient involvement and the patient's voice being heard regarding the standard of care delivered in maternity and neonatal services.
4. All other information that LINKs or Healthwatch held or hold that you consider pertinent and relevant to the Investigation in meeting its terms of reference.