

MEMO



Department of
**Health, Social Services
and Public Safety**

An Roinn

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

www.dhsspsni.gov.uk

From: Andrew Hamilton

Date: 27 October 2004

To: Secretary

UTV INSIGHT PROGRAMME

I attach for your consideration

Draft letter to HSS organisations requiring action to be taken in connection with the securing of records pertaining to the Lucy Crawford et al cases

Draft memo on the same subject to Board members

These have been cleared by Noel Kelly.

I specifically raised the issue of whether you should formally direct the organisations to take the necessary steps or simple require them to do so. His advice was that 'require' would suffice.

Happy to discuss

ANDREW HAMILTON

Working for a Healthier People



DHSSPS-C Gowdy

001-092-310

DRAFT LETTER

To Chairs of: Altnagelvin Health & Social Trust
Royal Group of Hospitals & Dental Hospitals HSS Trust
Sperrin Lakeland Health & Social Care Trust
Western Health & Social Service Board

Dear

UTV INSIGHT PROGRAMME

The UTV Insight programme of last Thursday evening made a number of allegations associated with the tragic death of Lucy Crawford. The Department is currently considering how it should respond to these allegations. Without prejudice to the outcome of these deliberations there is a need to ensure that all relevant records and documents are secured so that, if necessary, they can be made available for independent examination.

To that end, I am writing to advise you that the Department now requires you as Chair of the [Altnagelvin, Royal Group of Hospitals, Sperrin Lakeland] Health & Social Services Trust/[Western Health & Social Services Board] to take whatever steps are necessary to secure and keep safe all documentation which is within the custody or control of the Trust/ [Board], or its employees servants or agents, including draft documentation and information in electronic format pertaining to the death of

- Lucy Crawford
- Raychel Ferguson
- Adam Strain

This should include:

- All medical, nursing and other clinical notes and records associated with each case
- All reports (including draft reports) commissioned or produced by the Trust or its employees on any aspect of these cases
- All notes of meetings or discussions concerning each case

DHSSPS-C Gowdy

001-092-311

- All legal advice received by the Trust/Board in connection with these cases

The material above should be sorted, referenced to an appropriate index and retained.

I would further require that you confirm to me in writing that your organisation has taken the necessary action and secured all relevant information by Friday 5 November.

I am copying this letter to your Chief Executive.

Yours sincerely,

D C GOWDY

DRAFT LETTER

Board Members

UTV INSIGHT PROGRAMME

The UTV Insight programme of last Thursday evening made a number of allegations associated with the tragic death of Lucy Crawford. The department is currently considering how it should respond to these allegations.

In the interim there is a need to ensure that all relevant records and documents are secured so that if necessary they can be made available for future examination.

I would therefore ask you to undertake a search within your business area of all official records and working papers files including electronic files and material relating to the deaths of

- Lucy Crawford
- Raychel Ferguson
- Adam Strain

The information and material should be sorted, referenced to an appropriate index and passed to Mr Ambrose Owens.

I would ask you to confirm to me by Friday 5 November that the necessary action has been taken.

I am writing in a similar vein to the Chair of Altnagelvin, Royal Group of Hospitals, Sperrin Lakeland and WHSSB and copy correspondence is attached for you information.