

LC case – schedule of documentation provided by Janet Hall, communications/public affairs manager

Date	Subject and brief details	Type of document	Available format	Other/comments
16/2/04	Statement to Impartial Reporter re. Inquest	Email	Electronic/hard	
19/2/04	Statement following LC Inquest	Media statement (PR554)	Electronic/hard	
19/2/04	PR554 Statement issued to Newsletter and Irish News	Email	Electronic/hard	
19/2/04	PR554 Statement issued to Impartial Reporter	Email	Electronic/hard	
20/2/04	PR554 statement issued to Belfast Telegraph	Email	Electronic/hard	
20/2/04	PR554 statement issued to Fermanagh Herald	Email	Electronic/hard	
20/2/04	PR554 forwarded to Dept of Health	Email	Electronic/hard	
20/2/04	PR554 statement issued to BBC	Email	Electronic/hard	
24/2/04	Inquest – Lucy Crawford: Trust provides information on changes to practice	Media statement (PR555)	Electronic/hard	
24/2/04	Media enquiry from Impartial Reporter and Trust response	Email	Electronic/hard	
25/2/04	Media enquiry from Ulster Herald and Trust response	Email	Electronic/hard	
25/2/04	Media enquiry from BBC	Email	Electronic/hard	
25/2/04	Trust response to BBC enquiry	Email	Electronic/hard	
25/2/04	Further Trust response to BBC enquiry			
18/3/04	Media enquiry from BBC and Trust response	Email	Electronic/hard	
19/3/04	Letter to Mr and Mrs Crawford from chairman	Letter	Hard	

22/3/04	PR554 and PR555 forwarded to Fergal McKinney at UTV	Email	Electronic/hard	
22/3/04	Media enquiry from Fergal McKinney, UTV seeking participation of Trust in 'Issue' programme and Trust responses	Enquiry form	Hard/electronic	
24/3/04	Email from c/executive re. CMO interview with BBC	Email	Electronic/hard	
24/3/04	Radio transcript of CMO interview with BBC	Email	Electronic/hard	
25/3/04	Death of Lucy Crawford	Media statement (PR563)	Electronic/hard	
25/3/04	PR563 issued to Fergal McKinney UTV	Email	Electronic/hard	
25/3/04	PR563 forwarded to WHSSB and Dept	Email	Electronic/hard	
25/3/04	PR563 issued to Trevor Birney UTV	Email	Electronic/hard	
25/3/04	PR563 and WHSSB statement forwarded to Trust senior officers	Email	Electronic/hard	
25/3/04	PR563 issued to regional media	Email	Electronic/hard	
29/3/04	Notes made during chief executive's meeting with editor of Impartial Reporter	Hand-written notes	Hard	
30/3/04	Email to Trust senior officers advising of c/executive's meeting with Impartial Reporter	Email	Electronic/hard	
March 2004	LC case - briefing notes	Briefing note	Hard	
6/4/04	Media enquiry from Impartial Reporter - questions re. Dr Quinn's review and report	Email	Electronic/hard	
7/4/04	Trust response to Impartial Reporter (PR569)	Email	Electronic/hard	
20/4/04	Late Lucy Crawford case (WHSSC)	Briefing note	Hard	
15/4/04	Letter to the editor	Typed letter	Hard	

13/5/04	Letter to Alan Bremner, UTV from Clive Gowdy, DHSSPS	Letter	Hard	
18/5/04	Fax to Ruth O'Reilly, UTV attaching C&SCG agenda and notes re. admission to press and public	Fax	Hard	
25-28/5/04	Media enquiry from Trevor Birney, UTV and Trust response	Emails	Electronic/hard	
28/5/04	Response to UTV	Media statement (PR557)	Electronic/hard	
1/6/04	Forward UTV enquiry and Trust response to Dept	Email	Electronic/hard	
1/6/04	Forward UTV questions to Dept	Email	Electronic/hard	
1/6/04	Announcing setting up of steering group	Media statement (PR578)	Electronic/hard	
1/6/04	PR578 issued to local and regional media	Email	Electronic/hard	
1/6/04	PR578 issued to Trevor Birney UTV	Email	Electronic/hard	
1/6/04	PR578 forwarded to Dept	Email	Electronic/hard	
1/6/04	PR578 forwarded to Trust senior officers	Email	Electronic/hard	
1/6/04	Email from Anne O'Brien at Dept with proposed changes to PR578	Email	Electronic/hard	
1/6/04	PR578 forwarded to Christine Stewart at RVH	Email	Electronic/hard	
2/6/04	Update from RVH	Email	Electronic/hard	
2/6/04	Transcript of CMO interview with Denzil McDaniel, Impartial Reporter	Email	Electronic/hard	
2/6/04	Email to Impartial Reporter confirming steering group will present their report to C&SCG committee	Email	Electronic/hard	
7/6/04	Email advising WHSSC will not participate in RCA	Email	Electronic/hard	

8/6/04	Media enquiry from Denzil McDaniel, Impartial Reporter and Trust response	Emails	Electronic/hard	
8/6/04	Advising Trust senior officers of enquiry from Impartial Reporter and Trust response	Email	Electronic/hard	
9/6/04	Notes made during telephone conversation with Marie Dunne (Altnagelvin) and Christine Stewart (RVH)	Hand-written notes	Hard	
15/6/04	Statement issued by Altnagelvin to UTV	Email	Electronic/hard	
23/6/04	Email advising of staff of RCA exercise	Email	Electronic/hard	
6/7/04	Media enquiry from Denzil McDaniel, Impartial Reporter and Trust response	Email	Electronic/hard	
2/8/04	Terms of reference of steering group	Word document	Hard	
6/8/04	Altnagelvin statement and draft response to questions posed by Trevor Birney, UTV	Email plus attachments	Electronic/hard	
31/8/04 – 3/9/04	Media enquiry from Trevor Birney, UTV and Trust response	Email	Electronic/hard	
1-7/9/04	Media enquiry from Trevor Birney, UTV and Trust response	Email	Electronic/hard	
2/9/04	Notes made at meeting with DHSSPS and Altnagelvin communications personnel	Hand-written notes	Hard	
10/9/04	Email from Len Tyler (RCPCH) to chief executive forwarded to Trust senior officers	Email	Electronic/hard	
13-14/9/04	Media enquiry from Denzil McDaniel, Impartial Reporter and Trust response	Email	Electronic/hard	
14/9/04	Copy of email from Stephanie McNamara, GMC	Email	Electronic/hard	
14-15/9/04	Media enquiry from Denzil McDaniel, Impartial Reporter and Trust response	Email	Electronic/hard	
15/9/04	GMC stance re. media enquiries forwarded to c/executive	Email	Electronic/hard	

16/9/04	Draft statement from steering group	Media statement	Electronic/hard	
22/9/04	Memo from chairman to SMT	Memo	Electronic/hard	
22/9/04	Memo from chairman to Trust Board	Memo	Electronic/hard	
15-22/9/04	Media enquiry from Trevor Birney, UTV and Trust response	Email	Electronic/hard	
22/9/04	Media enquiry from Trevor Birney, UTV	Email	Electronic/hard	
23/9/04	Notes made during meeting with Trust senior officers	Hand-written notes	Hard	
September 2004	Discussion documents – developing media strategy, draft media statement, draft position statement on corporate policy on clinical failure	Word documents	Hard	
23/9/04	Notes made during meeting with Macmillan (media company)	Hand-written notes	Hard	
24/9/04	Prof McGleenan's report forwarded to Trust senior officers	Email	Electronic/hard	
27/9/04	Statement to UTV	Media statement (PR603)	Electronic/hard	
27/9/04	PR603 issued to Trevor Birney UTV	Email	Electronic/hard	
27/9/04	PR603 forwarded to Trust senior officers	Email	Electronic/hard	
27/9/04	PR603 forwarded to Trust Board	Email	Electronic/hard	
28/9/04	Briefing notes for annual public meeting	Briefing note	Hard	
29/9/04	PR603 forwarded to Dept	Email	Electronic/hard	
29/9/04	Email to chief executive re. UTV programme	Email	Electronic/hard	
1/10/04	Media statement re. GMC referral of Dr O'D to professional conduct committee	Media statement (PR608)	Electronic/hard	
1/10/04	PR608 forwarded to Trust senior officers, CSA, Dept, WHSSB, CMO, GMC	Email	Electronic/hard	
12/10/04	Prof McGleenan's report forwarded to Anne O'Brien at Dept	Email	Electronic/hard	

12-18/10/04	Media enquiry from Trevor Birney, UTV to Dept of Health	Email	Electronic/hard	
13/10/04	Email from Dept advising Trust of media enquiry from UTV and Dept response	Email	Electronic/hard	
18/10/04	Comments from Dept of Health re. Trust draft response to Impartial Reporter	Email	Electronic/hard	
19/10/04	Draft media statements re. Dr O'D - not released	Media statements (PR621 & PR621b)	Electronic/hard	
5-20/10/04	Media enquiry from Denzil McDaniel, Impartial Reporter and Trust response	Email	Electronic/hard	
21/10/04	Email from Dept advising of article in Impartial Reporter and of request from UTV for interview with Minister	Email	Electronic/hard	
21/10/04	Copies of TV listings for 21 October	Photocopy	Hard	
21/10/04	Notes made during UTV Insight programme	Hand-written notes	Hard	
22/10/04	PR603 forwarded to Tyrone Constitution at their request	Email	Electronic/hard	
22/10/04	Media statement issued by Dept of Health	Word document	Electronic/hard	
25/10/04	Email to Dept updating on media enquiries to Trust	Email	Electronic/hard	
25/10/04	Email from Dept advising of UTV request for interview with Minister for 'Issue' programme	Email	Electronic/hard	
25-26/10/04	Media enquiry from Denzil McDaniel, Impartial Reporter and Trust response	Email	Electronic/hard	
26/10/04	Media statement issued by Trust	Media statement (PR624)	Electronic/hard	
26/10/04	PR624 issued to local and regional media	Email	Electronic/hard	
26/10/04	Media enquiry from Adrian Mullan, Ulster Herald and Trust response	Email	Electronic/hard	

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26/10/04	PR624 forwarded to Dept and updating on media enquiries and coverage	Email	Electronic/hard	
26/10/04	PR624 forwarded to Trust senior officers	Email	Electronic/hard	
27/10/04	Advising Seamus Wade of additional information since providing records for RCA	Email	Electronic/hard	
27/10/04	Email from RVH updating on media interest	Email	Electronic/hard	
29/10/04	Email confirming link person within DPCI re. securing information/notes/records	Email	Electronic/hard	
29/10/04	PQ re. PSNI investigation forwarded by Dept	Email	Electronic/hard	
29/10/04	Correspondence from Dept	Email	Electronic/hard	
31/10/04	Email from Dept attaching article from the Observer	Photocopy	Hard	
1/11/04	Statement issued by Minister for Health	Email	Electronic/hard	
1/11/04	Email forwarding Minister's statement to senior Trust officers	Email	Electronic/hard	
2/11/04	Draft documents emailed from chairman's office for possible use within planned media statement	Email	Electronic/hard	
2/11/04	Statement issued by Trust	Media statement (PR627)	Electronic/hard	
2/11/04	PR627 issued to local and regional media	Email	Electronic/hard	
2/11/04	Email forwarding Trust statement to senior Trust officers	Email	Electronic/hard	
2/11/04	Email forwarding Trust statement to comms colleagues in Dept of Health, Altnagelvin and RVH	Email	Electronic/hard	
2/11/04	Email forwarding Minister's statement and Trust statement to Trust Board	Email	Electronic/hard	

Also attached:

List of emails on PC
Record of media contact re. LC case