Litigation
Management Office
4<sup>th</sup> Floor,
Bostock House,
Royal Victoria
Hospital



Tot	Mr A P Walby	From	
Fax		Pages	3 (including cover page)
Phone	94	Dates	03 November 2004
Rec	Further to our telephone conversation	CC;	

STRICTLY PRIVATE AND CONFIDENTIAL

Dear Mr Walby

Copy letter as discussed.

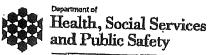
We have both types of file on RF and AS but only HMC file on LC.

We are taking steps to ensure that all relevant casenotes will be in this office by tomorrow (some coming from off-site Mallusk).

3/11/2/2/5R

Charted wind VIC ofs fro has come through the bear hands to see

From the Permanent Secretary Clive Gowdy CB



An Roinn

Sláinte, Seirbhísí Sóisialta agus Sábháilteachta Poiblí

www.dhaapani.goviik

Mrs Anne Balmer Chair Royal Group of Hospitals and Dental Hospitals HSS Trust 274 Grosvenor Road BELFAST BT12 6BP

Castle Buildings Stormont Estate BELFAST BT4 3SQ Tel: Fax: Email: (

28 October 2004

Der Am,

## **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 Royal Group of Hospitals and Dental Hospitals HSS Trust to take whatever steps are necessary to secure and keep safe all documentation which is within the custody or control of the Trust, or its employees servants or agents, including draft documentation and information in electronic format pertaining to the death of

- · Lucy Crawford Named
- 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
- All legal advice received by the Trust in connection with these cases

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

Working for a Healthier People



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 and to the Chairs and Chief Executives of the Altnagelvin Hospitals Health & Social Services Trust, Sperrin Lakeland Health & Social Care Trust and the Western Health & Social Services Board.

Your smenty

Chin your

D C GOWDY Permanent Secretary

Working for a Healthier People