

2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3Your Ref:
AD-0148-10Our Ref:
NSC B04/1Date:
18 October 2010Ms Anne Dillon
Solicitor to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB

Dear Madam

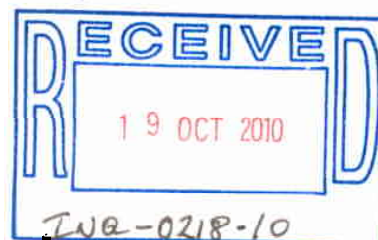
RE: INVESTIGATION INTO THE DEATH OF ADAM STRAIN

I refer to the above and to letter dated 30th July 2010 from the Belfast Trust to the Solicitor to the Inquiry. Further to that letter, Ms Conlon of the Inquiry telephoned our office on the 3rd of August 2010 to request Minutes of the Trust Board Meeting of the 24th June 1996. The Trust does not believe Minutes were taken of this meeting. I enclose a letter from the Chief Executive dated 20th June 1996 giving supplementary detail of the meeting in addition to the Agenda which was already forwarded to the Inquiry.

Please be advised that information supplied in bullet points 2 & 3 of the Trust's letter dated 30th July 2010 was incorrect. The Trust advises that the Hummingbird Document Management System was purchased during the financial year 1999/2000. Corporate information was only scanned in for the preceding year 1998 therefore no Operational Team (Executive management) minutes are retained prior to 1998. DoH Circulars on HNS records management and subsequent Data Protection Act 1998, Freedom of Information Act 2000 and Records Management: NHS Code of Practice all improved awareness of information governance and outlined stricter standards of practice in relation to the retention and disposal schedules for these records.

In relation to the Trust Board's subcommittee dealing with issues relating to quality of patients' care, a search of the Registry Office in the Royal Victoria Hospital has taken place and there are no Minutes on file for the Audit Committee for the period preceding 1999. These minutes were held within the Finance Department during the time in question and from an accounting perspective, as the professional code stipulates retaining papers for a seven year period, these Minutes would not have been retained.

I trust this is of assistance.

Providing Support to Health and Social Care

Yours faithfully

pp Nicola Dooker

Wendy Beggs
Assistant Chief Legal Adviser

Direct Line: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

THE ROYAL GROUP OF HOSPITALS AND DENTAL HOSPITAL
HEALTH AND SOCIAL SERVICES TRUST

MEMORANDUM

From: Chief Executive

To: Board of Directors

Date: 20 June 1996

Ref: cmts/trustb/tbsekbal

Special Board Meeting, 24 June 1996 at 4.30pm in the Burrendale Hotel,
Newcastle

Attached for reference and information are the following documents.

- Seeking Balance, the consultation document containing the original proposals surrounding maternity services et al;
- the response of the Royal Hospitals to this consultation;
- a discussion paper and covering letter from [REDACTED] representing the nearest consensus that could be attained from subsequent discussions at the working party on the consultation;
- [REDACTED] paper on PAFT;
- a briefing paper for consideration by the Board on the above two documents.

Also enclosed is the tranche 3 paper, as yet un-named, that [REDACTED] would wish to issue for consultation in early July. It contains no material issue of concern to us and my recommendation is that we should allow it to go out for consultation



W S McKee
CHIEF EXECUTIVE

ROYAL

CHAIRMAN

BOARD OF DIRECTORS MEETING

MONDAY 24 JUNE 1996 AT 4.30PM
IN THE BURRENDALE HOTEL, NEWCASTLE

- 1 Apologies
- 2 To consider the AHRP Working Party Response to consultation on "Seeking Balance"
- 3 [REDACTED] PAFT Report
- 4 To consider the AHRP Tranche 3 paper
- 5 Any Other Business

PAFT Report
To be considered
To be considered
To be considered
To be considered