



**Business Services
Organisation**

Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE
HEALTH & SOCIAL CARE SECTOR —

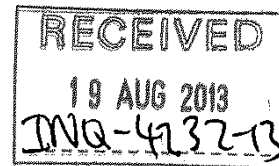
2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3

Your Ref:
BC-0206-13

Our Ref:
HYP B04/05

Date:
19th August 2013

Mrs Conlon
Secretary to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Madam,

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS – RAYCHEL FERGUSON

I refer to the above matter and your letter of 1st August 2013. I am instructed to reply as follows: -

1. Mrs Brown confirms that Trust Board did not meet in the month of August 2001.
Please find enclosed a copy of the agenda for the Trust Board meeting in September 2001 which refers to minutes for July 01 for approval
2. a) The Trust Board minutes file retained in the Trust Registry does not contain a copy of the minutes for the month of July. The Trust cannot explain why these are not on file. The agenda for July is on file and a copy is enclosed herewith. The Agenda for September 01 is on file (and is attached) as noted above.

b) As per a) above the minutes for the meeting in March 2003 are not on file. A copy of the agenda is enclosed herewith.

c) On review of the files the minutes for October 2002 are on file and are attached. The Trust Board minutes file retained in the Trust Registry does not contain a copy of the minutes for the month of December 2002 the Trust cannot explain why these are not on file. Please find attached the agenda for January 2003 meeting referring to previous minutes for approval of Trust Board Meeting on 5th December 2002.

d) Please see a) – c) above.
3. It is not possible to confirm which month this update was prepared for however as the Trust was advised by the Coroner in November 2002 of the date for the inquest it is

Providing Support to Health and Social Care



INVESTOR IN PEOPLE

likely the briefing was prepared for the December, January or February meetings of Trust Board. The document is retained on file with the Agenda for the February meeting.

4. Document WS – 322/1 refers to the previous briefing by the CE under confidential business at the meeting of 7th November 2002.
5. See answer 4 above. Please refer to our response to Mrs Dillon's letter of 30th July 2013 (AD-0612-13) which encloses the minutes of the meeting of 7th November 2002.

Yours faithfully

A handwritten signature in black ink, appearing to read 'JR Bolton', followed by a long horizontal line extending to the right.

Joanna Bolton
Solicitor Consultant

**ALTNAGELVIN HOSPITALS H&SS TRUST
TRUST BOARD**

**Meeting to be held on Thursday, 5 July 2001 at 2.15 pm in the
Boardroom, Trust Headquarters, First Floor, Altnagelvin Hospital**

A G E N D A

- 1 Presentation by Mrs Jean Johns, Physiotherapy and Miss Sharon Patton, Dietetics,
Directorate of Clinical Support Services (Briefing Papers Enclosed)
- 2 Chairman's Remarks
- 3 Apologies
- 4 Previous Minutes for Approval - Trust Board meeting on 7 June 2001
(Enclosed)
- 5 Matters Arising from the Previous Minutes
- 6 Executive Directors' Reports – (Enclosed)
 - Finance
 - Business Services
 - Medical
 - Nursing
 - Estates Services
- 6.1 Matters Arising from Reports
- 7 Reports from Statutory Committees
- 8 Capital Equipment – Bone Densitometry – for Approval ██████████
- 9 Corporate Governance – Statement on Internal Control ██████████
(Previously Circulated)
- 10 Any Other Business
- 11 Date of Next Meeting – 6 September 2001
- 12 Any Confidential Business

**ALTNAGELVIN HOSPITALS H&SS TRUST
TRUST BOARD**

**Meeting to be held on Thursday 6 September 2001 at 2.15 pm in the Boardroom,
Trust Headquarters, First Floor, Altnagelvin Hospital**

A G E N D A

- 1 Presentation by Mrs Margaret Doherty, CSM and Dr Denis Martin, Consultant Obstetrician, Women & Children's Care Directorate
- 2 Chairman's Remarks
- 3 Apologies
- 4 Previous Minutes for Approval – Trust Board Meeting on 5 July 2001 (Enclosed)
- 5 Matters Arising from the Previous Minutes
- 6 Executive Directors' Reports – (Enclosed)
 - Finance
 - Business Services
 - Estates Services
- 7 Reports from Statutory Committees
 - 7.1 Draft Minutes of the Remuneration and Terms of Service Committee Meeting on 5 July
 - 7.2 Draft Minutes of the Audit Committee Meeting - 9 August
- 8 Business Case: Enhancement of Breast Care Services- for approval [REDACTED]
- 9 Capital Equipment Bid – for approval [REDACTED]
 - Purchase of Replacement Ultrasound Machine
- 10 Purchase of Equipment from E&G Funds -- for approval [REDACTED]
 - Portable Echo Machine – Cardiac Fund
 - Paediatric Colonoscope – Paediatric Fund
- 11 Contingency Planning [REDACTED]
(Circular enclosed, proposals to be tabled)
- 12 Annual Accounts 2000/01-- for approval [REDACTED]
(Enclosed)

- 13 Relocation and Expansion of Breast Screening Facilities
Tender Report for Approval
- 14 Proposal for E&G Funds for Staff Support Service
(Enclosed)
- 15 Update on Strategic Development Project
(To be tabled)
- 16 Standards for Environmental Cleanliness in Hospitals
(Circular attached -- proposal for membership to be agreed)
- 17 Public Access to Meetings
(Paper to be tabled)
- 18 Any Other Business
- 19 Date of Next Meeting - AGM on 26 September 2001 at 6.00 pm
4 October 2001 at 2.15 pm
- 20 Any Confidential Business

**ALTNAGELVIN HOSPITALS H&SS TRUST
TRUST BOARD**

Minutes of the Trust Board meeting held on Thursday, 3 October 2002 at 2.15 pm
in the Boardroom, Trust Headquarters, Altnagelvin Hospital

PRESENT: Mr C Henry, Non-Executive Director (Chair)
Mrs S Burnside, Chief Executive
Ms J Casey, Non-Executive Director
Mr G Guckian, Non-Executive Director
Mr R McCartney, Director of Business Services
Dr G Nesbitt, Medical Director
Mr N Smyth, Director of Finance

IN ATTENDANCE: Mrs M McIvor, Executive Assistant
Mrs M Dunne, Communications Manager

ACTION

1 Presentation on the Medicines Governance Project

Mr Henry welcomed Mr Brendan Moore, Medicines Governance Pharmacist, to the meeting. Mr Moore made a presentation on the background to the establishment of a Medicines Governance Project and on the work that will be done by the Pharmacists in each of six hospitals in Northern Ireland over the next two years to help reduce the number of serious errors in the use of prescribed drugs.

Mr Henry asked how the approach is made to patients who are given the wrong medication or dosage. Mr Moore said that at Altnagelvin this is done in accordance with the Trust policy to be open and honest. Dr Nesbitt said the patient would be told an error has been made, remedial action would be taken and steps put in place to prevent any recurrence through the incident reporting procedures.

Mr Smyth asked if the project will include looking at the resource implications of any changes in prescribing practices. Mr Moore agreed that policies need to be realistic and workable and need to clearly take account of any resource implications.

Mr Guckian asked if there was an overall inventory of drugs maintained by Pharmacy to more easily identify where errors in drug administration have occurred. Mr Moore explained that this is not possible because a general stock of drugs is kept on the ward and these are non patient specific. Patient specific information is kept only for a small number of drugs.

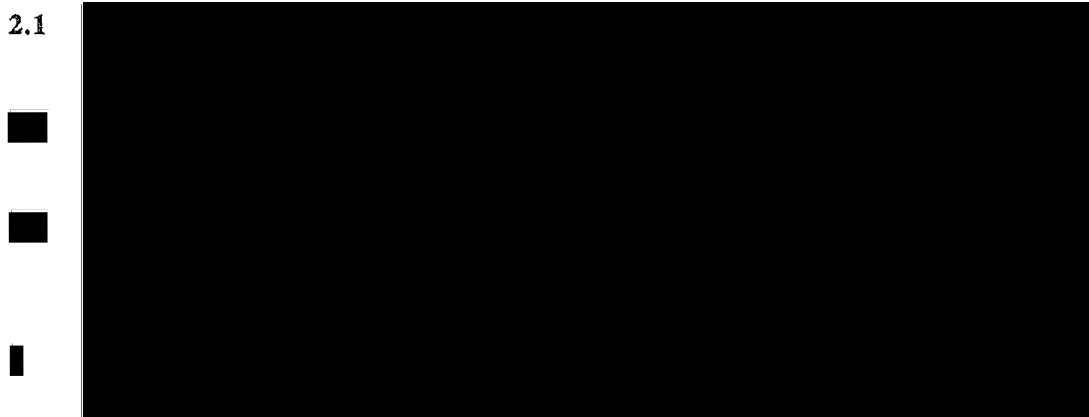
Ms Casey asked about information feedback to the wards when a drugs incident has taken place. Mrs Burnside said that the incidents are reviewed carefully, the learning is fed back to staff and the necessary changes are made.

Mr McCartney asked if there was a standard measure of administration of drugs applied throughout the NHS. Mr Moore said that there was not and that this can contribute to problems.

Mr Henry thanked Mr Moore for his presentation. Mr Moore left the meeting.

2 Chairman's Remarks

2.1

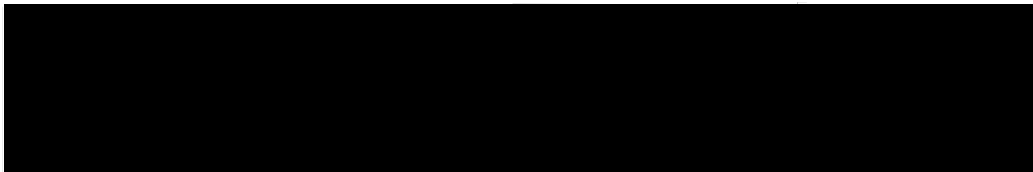


4 Previous Minutes for Approval

The minutes of the Trust Board meeting held on 5 September were approved and signed by the Chairman, Mr Henry.

5 Matters Arising from the Previous Minutes

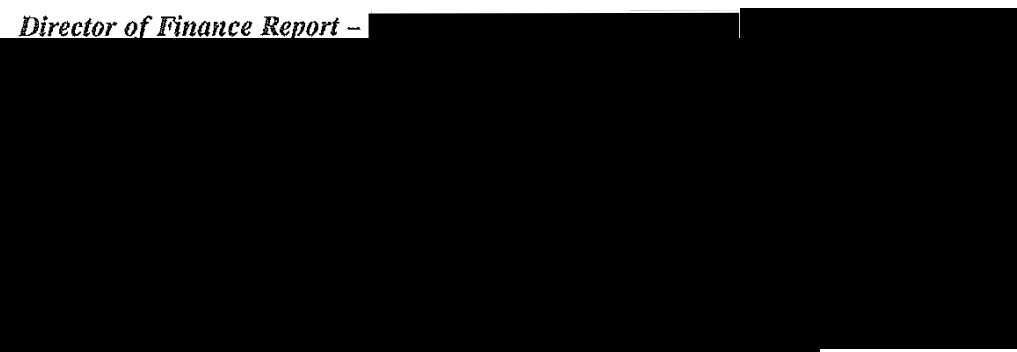
5.1



6 Executive Directors' Reports -- The reports from the Directors of Finance, Business Services, and Estates were taken as read.

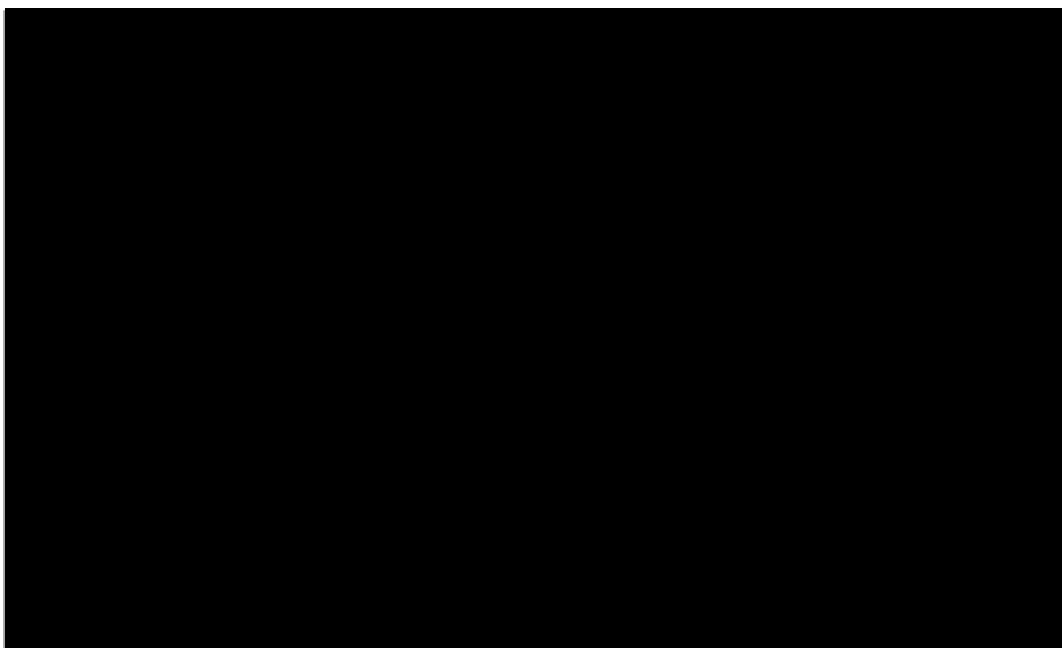
6.1 Matters Arising from the Reports:

6.1.1 *Director of Finance Report* --



6.1.2 *Director of Business Services Report* --





6.1.3 *Director of Estates Report* – This report was taken as read. There were no questions.

7 **Reports from Statutory Committees**



8 **External Auditor's Management Letter for the Year Ended 31 March 2002**

Mr Smyth referred to the External Auditor's Management Letter for the year ended 31 March 2002. He explained that the first section of the report discusses the areas upon which the external auditor is required by the Department of Health to provide an assessment. In all of these areas, a positive assurance was given, subject to some comments for the Trust to consider. Mr Smyth went on to explain that the next section provides more detailed information on how each assurance was arrived at. The final section of the report details all the issues identified in the previous year and whether action has been taken.

Mr Henry said this was a positive report overall with a few minor areas to be examined. Mr Smyth said that all concerned have been notified and the recommendations are being taken up as appropriate.

9 **"Delivering Quality" – Clinical and Social Care Governance Strategy**

Dr Nesbitt took the members through a brief presentation on the proposals within the Clinical and Social Care Governance document, "Delivering Quality". He said the document aimed to take forward the clinical governance agenda in the Trust. The proposals should demonstrate to the Trust Board that there is a clear line of accountability on managing clinical governance and that the necessary systems to provide assurance to the Board are being put into place.

Discussion took place on the suggested organisation structure in the document. It was proposed that the Risk Management and Standards Committee will meet quarterly. It will bring information and assurances from the various committees in the hospital reporting to it up to the Clinical Governance Committee. The Trust Board, plus a small number of others, would comprise the Clinical Governance Committee and will meet three times per year.

Ms Casey asked about timescales for passing information down the line regarding incidents. Dr Nesbitt said that under the current critical incident reporting arrangements those involved will be kept closely informed and any lessons to be learned will be shared quickly with other relevant staff.

Mr Guckian commended the document fully. He said it had assisted him greatly in understanding the various systems in the Trust.

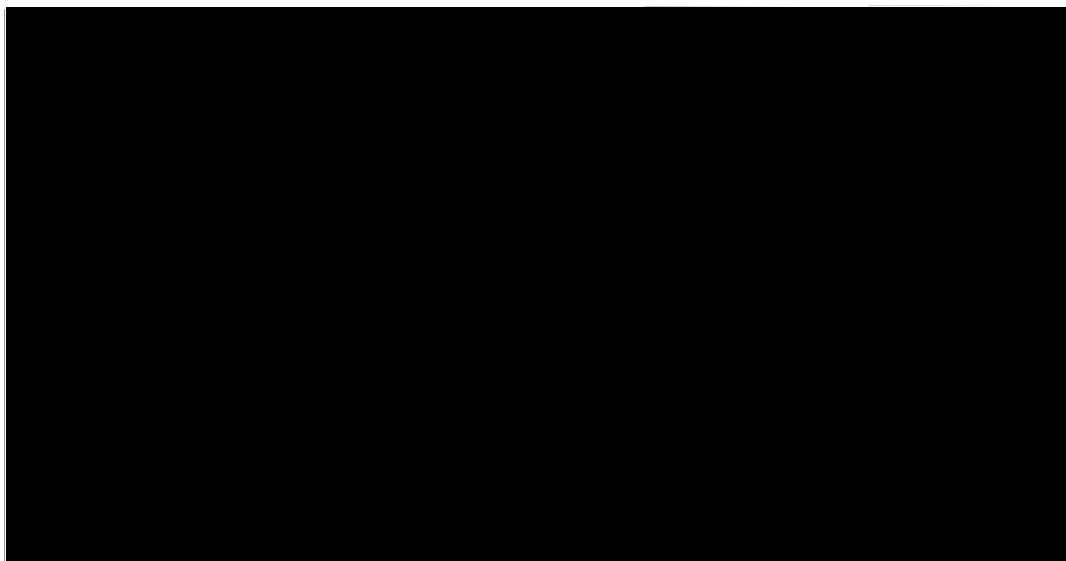
Mr Henry suggested that in view of the small numbers of Board members present that the document could be commended by those present but a decision on the structure arrangements and the membership of the Clinical Governance Committee should be held until the next meeting.

Mr Guckian suggested that the baseline assessments in each directorate should proceed to enable the planned deadlines for this work to be met. Mrs Burnside reminded the members that the Department guidance asks for procedures to be in place by November 2002 and that the Trust's statutory duty of quality comes into being on 1 April 2003. She said that much of the strategy was already in place with regard to the various committees and their reporting arrangements further down the structure. Agreement was now needed with regard to roles and membership of the committees at the top of the structure.

Mrs Burnside suggested that the Trust Board's endorsement could be given to the document with the caveat that the structure and membership could be revisited at the next meeting. This was agreed.

All

10 Replacement of Fluoroscopic Unit, Room 6, Medical Imaging



11 Any Other Business

12 Date of Next Meeting – The next meeting of the Trust Board will take place on Thursday, 7 November 2002.

13 Any Confidential Business

There was no confidential business to be discussed.

SIGNED _____ **DATE** _____
Chairman

ALTNAGELVIN HOSPITALS H&SS TRUST
Meeting to be held on Thursday, 9 January 2003 at 2.15 pm in the
Boardroom, Trust HQ, Altnagelvin Hospital

TRUST BOARD AGENDA

- 1 Presentation on Agenda for Change – Mr M Doherty, Director of Personnel
- 2 Chairman's Remarks
- 3 Apologies – Dr Nesbitt
- 4 Previous Minutes for Approval - Trust Board meeting on 5 December 2002 (Enclosed)
- 5 Matters Arising from the Previous Minutes
- 6 Executive Directors' Reports – (Enclosed)
 - Finance
 - Business Services
 - Nursing – (Amended Clinical Governance Strategy)
 - Estates
- 6.1 Matters Arising from Reports
- 7 Reports from Statutory Committees
- 8 Any Other Business
- 9 Date of Next Meeting – 6 February 2003
- 10 Any Confidential Business

ALTNAGELVIN HOSPITALS H&SS TRUST
Meeting to be held on Thursday, 6 March 2003 at 2.15 pm in the
Boardroom, Trust HQ, Altnagelvin Hospital

TRUST BOARD AGENDA

- 1** Presentation on Clinical Effectiveness and Tissue Viability, by Mrs Anne Witherow, Clinical Effectiveness Co-Ordinator/Tissue Viability Nurse Specialist
- 2** Chairman's Remarks
- 3** Apologies
- 4** Previous Minutes for Approval - Trust Board meeting on 6 February 2003 (Enclosed)
- 5** Matters Arising from the Previous Minutes
- 6** Executive Directors' Reports -- (Enclosed)
 - Finance
 - Business Services
 - Nursing
 - Estates
- 6.1** Matters Arising from Reports
- 7** Reports from Statutory Committees
- 8** Any Other Business
- 9** Date of Next Meeting -- 3 April 2003
- 10** Any Confidential Business