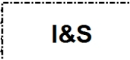


Our Ref: SH/LL/161216

The Countess of Chester Health Park
Liverpool Road
Chester CH2 1UL

**PRIVATE & CONFIDENTIAL
SENT BY EMAIL**

Direct Dial: 01
Exec Office Fax: 01 

Mr & Mrs Letby



16th December 2016

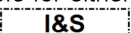
Dear Mr & Mrs Letby,

Further to the meeting on Tuesday 13th December 2016 with your daughter, Lucy, with Karen Rees, Head of Nursing Urgent Care, Alison Kelly, Director of Nursing & Quality and myself, we discussed one of the outcomes of Lucy's recent grievance hearing at the Trust. This focused on arranging a meeting with Lucy and yourselves with Mr Tony Chambers, Chief Executive, and other members of the executive team to discuss the concerns as raised within the hearing and your concerns regarding how the Trust has supported your daughter during her temporary redeployment from the Neonatal Unit to the Risk Management Team.

As we discussed within the meeting with Lucy earlier this week, I agreed to write to you by email and by post to confirm the date and time of this meeting, which I hope is convenient for yourselves.

The arrangements are as follows:

- **Date:** Thursday 22nd December 2016
- **Time:** 2pm – 3.30pm
- **Attendees from the Trust:** Mr Tony Chambers, Chief Executive, Mr Ian Harvey, Medical Director, Mrs Alison Kelly, Director of Nursing & Quality, Mrs Sue Hodgkinson, Director of People & Organisational Development. As we discussed in our meeting with Lucy, unfortunately the Chairman of our Trust, Sir Duncan Nichol, will be unable to attend due to a personal matter which is resulting in him being unavailable at present.
- **Venue:** Trust Offices (G2), Main Reception (Entrance B), The Countess of Chester Hospital NHS Foundation Trust, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1UL. I have enclosed a site map to support you visiting the Trust.

Should this date and time be unsuitable for either your Lucy or yourselves, then please contact Mary Crocombe or Debbie Cleverley on 012  to rearrange to a more suitable time.

I look forward to meeting with you on the 22nd December.

Yours sincerely,



**Sue Hodgkinson
Director of People & Organisational Development**

Chairman Sir Duncan Nichol CBE

Chief Executive Tony Chambers



To contact my PA, please contact Debbie Cleverley on:

  I&S
 debbie.cleverley@  I&S

cc: Lucy Letby

cc: Alison Kelly, Director of Nursing & Quality