

report. We all agreed that we would provide you with an update following the meeting undertaken on the 26<sup>th</sup> January 2017. The meeting closed at approximately 1.20pm.

**Meeting undertaken with Lucy Letby, Hayley Cooper and Sue Hodkinson 17<sup>th</sup> January 2017 (11.45am)**

Sue had spoken with Karen Rees and Hayley Cooper earlier in the morning of the 17<sup>th</sup> January to advise that she had received a call from Mr John Letby, your Father, on the evening of 16<sup>th</sup> January and had offered to update you on the back of this call. Therefore, this meeting was convened.

Sue talked through the conversation that she had undertaken with Mr Letby the previous evening. She made it clear that you are a trust member of staff and so the onus on us is to have correspondence with you first and not your parents, no matter how difficult this may be for them. This was reiterated two or three times. It was explained that a date for a rearranged meeting was being planned for 6<sup>th</sup> February 2017 and that this would be confirmed in a letter in due course.

Sue reiterated to both of you that any correspondence would need to include you, so that it was all focused on you as our member of staff and to ensure you were kept aware. Sue went on to add that she was concerned in relation to the wellbeing of your Mum, Sue, during the call as she was very upset. We discussed if further support was needed at the time for your Mum and that you would follow up with Kathryn de Beger, Occupational Health and Wellbeing Manager, as necessary.

In addition, we discussed the process of mediation and Sue explained that we were progressing in obtaining two mediators from Cheshire & Wirral Partnership NHSFT and Kathryn was leading on this and could discuss this further with you, which you were going to pick up.

We all agreed that this was a helpful update and that Sue was to call Mr Letby back following our meeting and to provide an overview of this meeting. We also agreed that if there was anything further in the way of correspondence from your parents, that an update would be provided to you at the earliest opportunity. The meeting ended at approximately 12.00pm.

**Meeting with Lucy Letby, Alison Kelly, Sue Hodkinson, Karen Rees, Kathryn de Beger 26<sup>th</sup> January 2017 (2.30pm)**

The meeting was arranged to provide an overview of how the meeting had gone with the Medical team earlier that day. In addition, it was a follow up to discussions that had taken place in the morning regarding a statement which you wished to issue to medical colleagues.

Kathryn advised on your behalf that you had made the decision not to send the statement out by email today. Alison thanked Kathryn for updating everyone on this and advised that the content may not be helpful at this time but that we all recognised that this was extremely difficult for you. She continued by saying that you had come so far and that you were incredibly resilient but that we were concerned that you could compromise your position as a nurse working on NNU with this in any actions going forward. She recognised that this had been an incredibly difficult afternoon for you and everyone involved and that there had been a series of conversations with the RCN as well. However, the most important element was your wellbeing but also professionally, we wanted to mitigate any risk for you in this message being construed or mis-managed.

Kathryn reiterated on your behalf that you just want to get back on the unit and we all want to help you get there. Alison thanked Kathryn for this and went on to provide, alongside Sue, an overview of how the meeting with the medical team had proceeded that afternoon.

Alison provided details of the structure of the meeting and who was in attendance, which included Rachel Hopwood as one of the Trust's Non-Executive Directors and Dr Sean Tighe, who is a local representative for the British Medical Association (BMA) and an equivalent to Hayley's role. Sue and Alison added that the last elements of the review had been received today, in relation to the secondary clinical review and the deep dive of records, and this was shared as part of the communication plan. We advised about the impact of sharing your statement and thanked you for allowing Karen to do this on your behalf. Mr Chambers shared the recommendations from the report, the recommendations of the grievance hearing and particularly the element about you returning back to the unit, which was referred to on a number of occasions.

Alison explained that Mr Chambers had added that some of the issues were around behaviours and that whilst it was a particularly emotive and difficult time for everyone, some of the behaviours were not acceptable at the time. He also advised that the unit currently needs to maintain its status quo. You asked what this would mean. Alison explained that this would be maintaining its status as a Level One unit for the time being. The expectations were that we were drawing a line under this and would be looking for everyone to work together to co-create an action plan with clinical teams owning the actions in relation to moving forward with communication, teamworking, cultural, governance and the wider network support going forward.

She went on to add that Mr Chambers had stated that he had provided an apology to you and your parents in a separate meeting and that his expectation was that you would return to the unit. He explained how that under the circumstances involved, a decision was taken to take you out of the unit to protect you. Whilst it was recognised that we were not as open and transparent as we should have been in communicating this decision, it was about protecting you, the unit and the babies in the general sense.

Sue added that Dr Jayaram had reiterated the support from the team in taking the actions forward and that they were very supportive. Alison advised that Dr Brearey had stated that there was a lot of information to take in within the hour and they needed to reflect as a team and Dr Jayaram will support them with this. We then talked about that we always wanted you to have sight of the report at an early stage and had previously looked for your receive sight of it today. However, we all agreed, with you confirming, that with everything that had taken place today, we would rearrange this for another more convenient time.

You asked if Mr McCormack was at the meeting. Alison advised that it was focused on the Paediatricians and that the Obstetricians would have a separate conversation.

You also asked about what would be happening with progressing the receipt of an apology. Sue advised that Mr Harvey is following up with this.

Karen asked on your behalf if we could continue with fortnightly meetings with both Sue and Alison, which we both confirmed by advising "Absolutely". Alison added that it was a good opportunity to think about the type of messages you may want Alison to say on your behalf when having meetings with the nursing teams, as we are looking to arrange a meeting with them. It is important the nursing team are there to support you and we need to be clear on how they will wrap around you when you go back. On the back of this, Karen agreed for you, Hayley and Kathryn to discuss this further with you the following week.

We discussed around the key points to be conveyed at a meeting with the nursing teams and you asked when the invite would go out about this meeting. Alison advised that would probably happen on 30<sup>th</sup> January 2017. We talked through a plan for the coming days following this meeting, with Mr Harvey to undertake individual medical meetings and that we had arranged to meet with your parents and yourself, as a follow up to the meeting before Christmas, alongside Mr Chambers and Mr Harvey on 6<sup>th</sup> February 2017.

Kathryn asked when it was likely that you would be returning to the unit. Alison advised that we would be guided by you but being mindful of the recommendations from the grievance and the meetings that were due to take place w/c 6<sup>th</sup> February. Alison reiterated that it was still our intention for you to return to the unit and the set of actions were not lost. A number of steps were in quick succession and when those have happened, the plan then starts. Kathryn advised that this has felt like a long time without end for you and was concerned. Alison and Sue both acknowledged this and reiterated that we were still working towards you returning to the unit. We thanked everyone for meeting and the meeting closed approximately 3.30pm.

**Meeting undertaken on 31<sup>st</sup> January 2017 with Alison Kelly, Lucy Letby, Karen Rees, Hayley Cooper & Sue Hodkinson (12.00pm)**

This meeting was arranged in order to share the Royal College of Paediatric and Child Health report with you, as agreed at our previous meeting. Karen advised that there were some concerns regarding the status of the unit and we had a discussion re the unit being level one status.

You advised that you had sent out your statement to the nursing team and that you had not utilised that wording that had been provided as an alternative. However, you had revised the statement to say some consultants instead of four. Alison and Sue thanked you for advising us of this but were concerned in how we could manage the support for you around this, particularly if there was any press interest in relation to the statement.

You stated that you were not aware that the press may be interested in your statement and how it would get into their hands. Alison and Sue explained that we could not guarantee that it would not be used by someone which wasn't supportive but recognised that it was your decision and your statement.

You asked if there was any update on the mediation and when it would be taking place. We advised that we could provide more of an update on this following the medical meetings, which were due to take place w/c 6<sup>th</sup> February, due to Mr Harvey's annual leave.

Finally, you advised how you have been liaising with a colleague based at Alder Hey to view theatres lists and to have an observational contract. We agreed that you would work with Karen to come back with a plan around this within the next week. The meeting closed at approximately 12.30pm.

**Meeting undertaken on 6<sup>th</sup> February 2017 with Alison Kelly, Lucy Letby, Karen Rees, Hayley Cooper & Sue Hodkinson (10.30am)**

At the start of the meeting, Alison and Sue both asked how you were. You advised that you had concerns regarding the communication involved in finding out about the article in the press. You were advised that you would receive the statement or report but at 6pm, you had still not received it.

We concluded the meeting by discussing your plans for transition back to the NNU. You had been working with Karen on dates of the 3<sup>rd</sup> April 2017 and 10<sup>th</sup> April 2017. You would have support from a number of buddies and Karen had spoken to the senior team around your competencies. Karen, Hayley and yourself then spoke about how you had gone on to the unit on your own last week and that this was a big step. Karen reiterated that she would be guided by you with shifts and would work around the doctors rotas. Both Alison and Sue supported this step. We agreed to meeting the following week as planned. Meeting closed at approximately 1.05pm.

**Meeting undertaken on 8<sup>th</sup> March 2017 with Lucy Letby, Karen Rees, Alison Kelly & Sue Hodgkinson (12.15pm)**

Alison and Sue asked how you were at the start of the meeting. It was recognised that this was extremely difficult for you and offered our ongoing support. We discussed the challenges around the mediation process and asked how yesterday's meetings had gone. Karen advised that they were difficult but went as well as they could. They were a big step in getting you back on the unit.

Sue went on to explain the current status of the mediation and added how she had stepped in personally to progress the actions in relation to this. She added that Dr Jayaram had undertaken his first two parts yesterday afternoon. Dr Brearey had confirmed that he can undertake his first two parts of the process from 1.30 – 3.00 on Thursday 16<sup>th</sup> March. In addition, he has also confirmed his availability for the joint meeting on the 22<sup>nd</sup> March but we discussed the difficulty in him only providing availability for 1.5 hours, whereas you believed he needed to provide longer availability that day. Sue agreed to follow this up. We then discussed how we were seeking alternative dates from Dr Jayaram for the joint meeting as his availability did not match with the mediator and your availability.

You suggested that it felt unfair regarding the availability the doctors are providing. Sue advised that whilst she recognised this, we were progressing well and that we only had a number of elements to still resolve.

You asked about what was happening with Mr McCormack's apology and Alison advised that she would follow this up (a letter of apology has subsequently been received and provided to you).

You asked when you would receive a copy of all of the notes from recent meetings and Sue provided you assurance that these would be provided to you. She added that she apologised that this has taken longer than was envisaged but due to the frequency of meetings and workload, this had proved challenging.

Sue added that she would be providing a response to the email from Tony Milea (RCN regional officer) which she had received the day before at her earliest opportunity.

We discussed the two dates when there were challenges around support for you, as Karen was on annual leave. We understood that Kathryn de Beger was supporting around this. Lastly we agreed that we would look to have a follow up meeting on the 23<sup>rd</sup> March. Sue had to leave the meeting early due work commitments but Alison remained. The meeting closed at approximately 1.00pm.