

Pharmacy Department
Martindale House
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Te
Fax
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19th October 2016

Dear Stephen

Investigation Meeting

I have been commissioned to carry out an investigation under our Grievance Policy into an alleged incident which has been ongoing since July 2016 involving Lucy Letby. I believe that you may be able to provide me with some information regarding this and therefore I write to request your attendance at an investigative meeting with me on Friday 28th October in Martindale House at 2pm. Lucy Sementa, H R Specialist will also attend in an advisory capacity and Penny Weaver will be present as a note taker.

Any information that you provide me with will form part of my investigation into this matter and ultimately may be presented in a Disciplinary Hearing, should this be necessary. I would advise you that you are entitled to be accompanied to this meeting by a Staff Organisation / Trade Union representative or workplace colleague. I enclose a second copy of this letter for you to give to your representative, if you so wish.

I also need to inform you that this is a confidential matter and should not be discussed with others unless they are your chosen representative or a formal part of the investigation team. Failure to adhere to this instruction could lead to disciplinary action being taken against you.

I recognise that this may be a difficult time for you and therefore, if you feel it would help, you are welcome to get in touch with the Staff Support Service via Occupational Health on ext . Their role is to offer confidential welfare support or advice in regard to your personal circumstances. You are, of course, welcome to contact the HR Specialist Team for procedural advice via .

If you have any queries about the content of this letter please contact me on the above extension.

Yours sincerely

PD

Dr Chris Green
Investigating Officer



Chairman Sir Duncan Nichol CBE

Chief Executive Tony Chambers

