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**From:** Sue Eardley [/O=RCPCH/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=SUSANM1]  
**Sent:** 12/07/2016 19:20:44  
**To:** 'Harvey Ian (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)' [i.harvey@I&S]  
**Subject:** RE: Invited review 18-19th August 2016  
**Attachments:** 160712 COCH RCPCH main contract draft letter.docx; 160712 RCPCH COCH Deed of indemnity draft.docx; 160712 RCPCH review preparation list - COCH July 2016 V1.docx

**Sensitivity:** Company Confidential

Dear Ian

Just to keep in touch I have attached a draft contract and deed of indemnity for you to have a look through – I am still finalising the second neonatologist but should have confirmation in the next couple of days, at which point I'll send through the final versions for signing etc. It's not holding us up, but sometimes people like to show the bits to their contracts team. It's fundamentally the same as other colleges use so shouldn't be a problem. .

I have also attached an initial preparation list to help your team to plan the review visit for us. It sets out the type of information that the review team will be looking for and the people whom we would usually meet on site. It might be helpful to nominate an administrator/manager who could do some of the legwork for this and put them in touch with me asap so I can support them with any queries they have.

Emily Arkell our comms lead here has been contacted by yours, so they are both aware of the situation just in case of any interest but it looks from here as if your proactive approach has meant the story's not 'grown legs'. We rarely get direct approaches about reviews even when mentioned in the media but if we do the team are very clear and simply refer any enquiries either to yourselves or to our process as per the webpage.

Finally I was just wondering what the position is regarding the parents of the infants who died – would they be expecting to meet us ? I have not included for that and we wouldn't usually meet them in a review like this as we are not intending to go over every case again in detail - but just need to confirm that the duty of candour arrangements are all in place.

That's all for now – will be back in touch with final name, contract, deed, flyer, etc as soon as I can.

Best wishes

Sue

Sue Eardley  
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**From:** Harvey Ian (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST) [mailto:i.harvey@I&S]  
**Sent:** 07 July 2016 11:53  
**To:** Sue Eardley  
**Subject:** RE: Invited review  
**Sensitivity:** Confidential