

# **Investigation into the possible involvement of Jimmy Savile with Wythenshawe Hospital (University Hospital of South Manchester NHS Foundation Trust)**

**A report for the University Hospital of South Manchester NHS Foundation Trust**

**24<sup>th</sup> April 2014**

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## 1. Introduction

The Metropolitan Police Service Operation Yewtree has handled many sexual abuse allegations about Jimmy Savile and others. There have been many allegations about Jimmy Savile involving NHS organisations.

The NHS and the Department of Health initiated investigations into allegations concerning NHS organisations. These investigations are being overseen by Kate Lampard. Her role is to provide assurance to the Secretary of State for Health about the quality of the investigations into matters relating to Jimmy Savile. During the course of initial NHS investigations, the Department of Health received more information from the Metropolitan Police Service about Jimmy Savile's links to new hospitals. This included a disclosure about Jimmy Savile by a patient at Wythenshawe Hospital.

The disclosure related to a conversation which took place in the presence of Patient A in the day room of a ward at Wythenshawe Hospital in 1962/1963, but concerned Jimmy Savile's conduct at his home and not at Wythenshawe Hospital. During the course of a general conversation, Patient B, made a comment about Jimmy Savile. During this conversation Patient B told a group of patients, including Patient A, 'Jimmy Savile was a dirty old man up to no good' and that he used to hold parties at his house and very young girls were amongst the guests.

Patient A is female and was 17 or 18 years old at the time of the discussion. From Patient A's recollection, Patient B was a female aged between 50 and 59 years of age at the time of this discussion.

Attila Vegh, the Chief Executive Officer of University Hospital of South Manchester NHS Foundation Trust, set up the Trust's investigation into this allegation in response to a letter, dated 28<sup>th</sup> November 2013, received from William Vineall, Deputy Director at the Department of Health. Mr Vineall is the official link between the Department of Health and Kate Lampard's independent oversight of the NHS and Department of Health Investigations.

The Lead Investigator, Helen Thompson, was appointed and the Investigation Team members identified based on the nature of the disclosure made by Patient A and also the historical information that would be required to conduct the investigation. Meeting dates were established to include an initial briefing, to clarify roles and responsibilities, the Terms of Reference, timescales, and when there would be progress updates. Further meetings were scheduled to provide progress reports to the investigation team.

A Non Executive Trust Board Member was identified to oversee the investigation and act as direct link to the Board.

Patient A was interviewed by the Lead Investigator and the Deputy Lead Investigator. In addition, previous employees from 1962-1963 were identified and interviewed by the Lead Investigator and the Deputy Lead Investigator. A list of interviewees is outlined at Appendix A.

Documentation relating to the Trust management from 1962-1963 was reviewed by the investigation team appropriate to the team member's role. A list of these documents is outlined at Appendix B.

This report was signed off by the Trust's Board on Thursday 24<sup>th</sup> April 2014.

Explanation of the roles of each team member:

- Lorraine Clinton, Non Executive Director with responsibility to oversee the Investigation and final report; to provide a direct link to the Board; and to facilitate Board sign off.
- Helen Thompson, Head of Midwifery/Divisional Head of Nursing and Trust Deputy Lead for Safeguarding Children was appointed as Lead Investigator with responsibility to coordinate the investigation, identify the specific role of each team member; interview key people identified; review the documentation and information identified by the team members; liaise with the legal advisor; and provide the final report.
- Stuart Jones, Acting Head of Nursing for Clinical Support Services was appointed as Deputy Lead investigator to support the lead investigator and legal advisor; to assist with interviewing of key people identified and to review the documentation.
- Anthony Edwards, Medical Records Manager, with responsibility for interrogating the patient records system to locate any medical record archived by the Trust relating to Patient A, (and Patient B if the investigation is able to provide identification of Patient B) and to identify any patient records relating to ward occupancy during 1962-1963.
- Kath Hingley, Head of Patient Safety & Quality with responsibility for identifying any policies, protocol or guidance relating to the Wythenshawe Hospital site from 1962-1963; responsible for identifying current governance processes, policies, guidance and documentation within the Trust; and the identification of Risk factors.
- Kimberley Salmon-Jamieson, Deputy Chief Nurse with current managerial and professional responsibility for the Volunteer Services and Patient Experience Team (incorporating complaints) within the Trust and Trust Deputy Lead for Safeguarding Vulnerable Adults. Responsible for; identifying any processes in place in 1962-1963 relating to visitors to the hospital site; management and processes relating to patient complaints.
- Susan Rudd, Head of Corporate Governance with responsibility for the review of Board documentation and records from 1962-1963; identification of the hospital management from 1962-1963 and responsibility for the location of any archived documents relating to 1962-1963.

- Zara Pain, Human Resources with responsibility for identifying HR processes, employment documentation and employee records relating to 1962-1963 and identifying any possible staff members in current Trust employment who were employed in 1962-1963.
- Paul Thorpe, Interim Head of Communications with responsibility for reviewing any media and communications relating to Wythenshawe Hospital at the time of the disclosure and reviewing local publications from 1962-1963.
- Paul Featherstone, Estate and Facilities Directorate with responsibility for identifying the estates properties during 1962-1963 including specialties and ward areas within Wythenshawe Hospital.
- Jane Thomas, Telecommunications with responsibility for providing equipment for recording telecommunication and interviews where consent to be recorded was obtained.
- Colin Owen, Information Governance and Data Quality Lead with responsibility for identifying information and data relevant to 1962-1963.
- Joanna Trewin, Partner at Hill Dickinson LLP, legal advisor with responsibility for providing legal advice to the investigation team.

## **2. Terms of Reference**

- a. This investigation has been commissioned by the Trust Board, as accountable officers for the Trust, on instruction of the Department of Health.
- b. The purpose of the investigation is to:
  - i. Establish the facts and chronology pertaining to the evidence provided by Patient A and offer support, if appropriate.
  - ii. Establish whether there is any evidence that Jimmy Savile ever visited Wythenshawe Hospital either as a patient or as a visitor.
  - iii. Establish what policies and procedures were in place at the time that Patient A was an inpatient at Wythenshawe Hospital between 1962 and 1963.
  - iv. Assess whether there is any implication for current policy and practice arising out of the facts which are established.
  - v. Explain all investigations undertaken and the methodology.

vi. Reach conclusions based on the evidence gathered.

c. A written report will be produced, and submitted to Verita (an organisation supporting Kate Lampard in her role to independently assure the Secretary of State of the quality of the investigations), and the Trust Board by 24<sup>th</sup> April 2014. The report will then be published by the Trust on the Trust's website on a date to be confirmed by the Department of Health.

### **3. Executive Summary**

This report outlines an investigation carried out by the University Hospital of South Manchester NHS Foundation Trust into a disclosure made about Jimmy Savile by a patient at Wythenshawe Hospital. The Chief Executive Officer of the University Hospital of South Manchester NHS Foundation Trust set up the Trust's investigation into this disclosure in response to a letter, dated 28<sup>th</sup> November 2013, received from William Vineall, Deputy Director at the Department of Health. A Lead Investigator from the Trust was appointed and the Investigation Team was then identified, regular meetings were arranged and Terms of Reference for the investigation were agreed.

The disclosure concerned a conversation between Patient A and Patient B in around 1962 or 1963 at Wythenshawe Hospital, but concerned Jimmy Savile's conduct at his home. During the course of this conversation, Patient B told Patient A that 'Jimmy Savile was a dirty old man up to no good' and that he used to hold parties at his house and very young girls were amongst the guests. This discussion was in the form of a general conversation which took place in the day room of a Plastic surgery/Burns ward at Wythenshawe Hospital and took place in the presence of other patients. There was no incident and no victim was identified.

No evidence was identified by the investigation team to suggest that Jimmy Savile was ever present on the Wythenshawe Hospital site.

The Investigation Team, during the course of the investigation, reviewed all current policies, protocols and processes relating to volunteer services and official visitors to the site.

As a whole, the current policies/procedures are sufficient to ensure that there are appropriate processes in place to safeguard patients and ensure staff and patients are able to raise any concerns they might have in relation to volunteers or visitors. This ensures that any risks to the Trust and patients from volunteers or visitors are identified and mitigated.

However, as a result of this investigation the Investigation Team has made two recommendations, each regarding policies at the Trust. The first recommendation is to review and ratify all policies which have been identified as having passed their formal review dates. The second recommendation is to introduce a stand-alone policy for volunteers and visitors to the Trust to consolidate current processes, protocols and guidance.

#### **4. Investigation of Patient A's allegation**

##### **Methodology**

The investigation team identified that the main focus of the investigation would be to determine if Jimmy Savile had any association with, or ever visited, Wythenshawe Hospital; whether policies and procedures had been in place in 1962/3, at the time of the discussion between Patient B to Patient A, to protect patients and staff; and whether current policies and procedures provided reassurance that patients and staff were adequately protected.

The disclosure to the Metropolitan Police Service from Patient A related to a discussion between patients in a hospital day room at Wythenshawe Hospital in 1962/63, during which Patient B discussed Jimmy Savile's behaviour in his own home with Patient A.

A trawl was made by the team of the Trust's archived documentation from 1962/3. The Trust's archives are held at International House, Wythenshawe. No policies, guidance or procedures had been maintained from this time period, as this was 50 years ago and they had therefore already been destroyed. This is compliant with the national guidance advising Trusts on the retention and destruction of health records. The following Health Circulars and Guidance have advised that the maximum period for retention of records is 30 years, following which the records should be destroyed or transferred to the Public Records Office for archive: Circular HM (61) 73, Circular HN (76) 48, Circular HC (80) 7, Circular (89) 20, Circular 1999/053 and Records Management: NHS Code of Practice Part 1 (Department of Health, 30 March 2006) and Part 2 (Second Edition, Department of Health, January 2009).

Relevant staffing and archived HR documentation and staff information was reviewed by the team, the purpose of which was to identify staff members who have been employed since 1962/3 for possible interview. No current employees were identified. As a result, the team was unable to pursue this line of enquiry. However an ex-employee was identified, whose field of expertise related to the Voluntary Services, and an ex-employee who had been employed at the Hospital in 1963 was identified. Both were interviewed by the Lead Investigator and the Deputy Lead Investigator. These ex-employees were able to provide the investigation with valuable information relating to the culture and practice of the hospital from 1963 to 1979.

No archived information was found relating to disciplinary proceedings, whistleblowing or complaints and complaints handling. The team were not able to confirm whether this had been destroyed or whether these documents did not exist in the first place. The team consider that it is likely that Wythenshawe Hospital will have had a form of disciplinary and complaints procedures in place in 1962/3, but there is no evidence that the team were able to locate which confirmed that there was a detailed complaints policy in place. From the team's knowledge and experience, it is considered extremely unlikely that there would have been a whistle-blowing policy in place in 1962/3 as this is an issue that was addressed throughout the NHS more recently than 1962/3.

No financial archives were available to determine if any payments were made to Jimmy Savile from Wythenshawe Hospital for any celebrity attendance, as these had been destroyed in line with the above guidance. Consequently, there is no evidence of any

payment being made from Wythenshawe Hospital. There was also no evidence of any correspondence with the Charity Commission.

The team were unable to locate any medical records for Patient A, either in hard copy or electronically archived. All patient systems were interrogated. There were no archived ward records for her period of possible admission. The team were unable to identify Patient B based on the information available.

A document listing the Contents of the Deed Box dated 31 October 1974 was located. This listed Board and committee papers from 1962-1963 which were located, reviewed and are listed at Appendix B. These include North & Mid-Cheshire Hospital Management Committee Standing Orders, North & Mid Cheshire Hospital Management Committee Minutes, Medical Staff Meeting Minutes and Finance Sub-Committee.

The Contents of the Deed Box also listed the following items which the team were unfortunately unable to locate in the Trust's archives: Bagueley Sanatorium Visitors Book and Wythenshawe Hospital Visitors Book.

The Board members at that time were identified in the North & Mid-Cheshire Hospital Management Committee Minutes, with the Head Office identified as residing at, The Hospital, Sinderland Road, Altrincham.

The North & Mid-Cheshire Hospital Management Committee Minutes were reviewed by the team from January 1962 to December 1963. The minutes demonstrated that the Committee received minutes from all other committees during that time, with multiple references made to League of Friends events and hospital events. No reference was made to Jimmy Savile having any involvement at the hospital during this time. The team were confident that due to the detail recorded in these minutes, any association from a voluntary or celebrity fundraising perspective would have been documented by the committee.

On 24<sup>th</sup> September 1962, under item 89 there is a documented reference to voluntary work in hospitals indicating that voluntary work in hospitals was not well established at that time:

*“Regional Hospital board asked that all Hospital Management Committees should give full and detailed consideration to the suggestions made in the ministry circular H.M (62) 29 and that they should give thought to the desirability of convening a conference of Interested Bodies.*

*Resolved: That a list be compiled for submission to the next meeting of all voluntary organisations and individuals who are giving voluntary service in the Hospitals in the group”.*

No further item relating to this was identified. The Investigation Team was unable to identify any evidence within local archives, newspapers and media relating to any attendance by Jimmy Savile at Wythenshawe Hospital either personally or professionally at any time.

The Communications and Engagement Team conducted a desk top exercise which included researching online databases and search engines to establish if any records existed which



placed Jimmy Savile at Wythenshawe Hospital anywhere between 1962 and 1963. The only reference to Wythenshawe Hospital was an advert for a Manchester hospital charity event at Belle Vue which included a bus service operating between Wythenshawe and Belle Vue. Jimmy Saviles' name was mentioned as a DJ attraction at Belle Vue within the advert.

No reports were identified that placed Jimmy Savile at Wythenshawe Hospital, in any capacity, during this period. Based on the information provided, the Investigation Team concluded that there was no evidence to suggest that Jimmy Savile had visited Wythenshawe Hospital between 1962 and 1963, in any capacity.

Consent was obtained from Patient A to contact her current GP to identify the date of surgery within her GP medical records, to enable a more targeted search. No admission to Wythenshawe Hospital was identified within the GP records.

When interviewed, details outlined below, Patient A confirmed that when Patient B provided the information about Jimmy Savile to her, she was a patient on the Plastic Surgery Ward, and that the conversation took place in the day room on the Ward. The team were able to confirm that during 1962-63 the hospital had a Plastic Surgery ward configured in a 'Nightingale Ward' style (a long ward with 2 rows of beds arranged facing each other) which had day room facilities and provided surgical care for patients requiring Plastic Surgery. Site plans were identified from 1961.

#### Interview with Patient A

The interview with Patient A took place on 20<sup>th</sup> January 2014 at her home. Patient A advised the lead investigator that she wished to remain anonymous and she did not wish the interview to be recorded. Notes of the interview were therefore taken by the Deputy Lead Investigator. These were then sent to Patient A to agree that the content was factually accurate. Patient A subsequently confirmed this by letter dated 11<sup>th</sup> February 2014.

Patient A had contacted Operation Yewtree to report a conversation that she had witnessed in 1962/1963 when she was at Wythenshawe Hospital. She was 17 or 18 years old at that time and had attended the hospital as a surgical in-patient. Her purpose for contacting Operation Yewtree was that the media had reported that they were looking into events connected with Jimmy Savile which occurred in the 1970's. Patient A's intent was to inform Operation Yewtree that they should extend their investigation to the 1960's.

Patient A had been in the ward day room following lunch with a group of patients when another patient, Patient B, stated that 'Jimmy Savile was a dirty old man up to no good' and that he used to hold parties at his house and very young girls were amongst the guests. Patient B did not make any connection between Jimmy Savile and Wythenshawe Hospital. Patient A recalled that Patient B made this comment to a group of patients, of which Patient A was one. Patient A had no recollection that this topic was discussed any further.

Patient B was described as a 'white lady, in her 50's at the time, a little plump'. Patient A thought this lady lived in Salford at the time near Jimmy Savile. At interview, Patient A was

able to expand slightly on her description of Patient B, stating that she had dark hair and was 'made-up' but was unable to provide any further information.

Patient A further stated that she was aware that Jimmy Savile was the Disc Jockey in the rock and roll ballroom at Belle Vue in 1962/3. Belle Vue was an entertainment complex in Manchester with a number of ballrooms. This is no longer in existence. Jimmy Savile was the resident Disc Jockey at the New Elizabethan Ballroom during most of 1960's.

Patient A had no recollection of Jimmy Savile having any association with Wythenshawe Hospital.

The finalised draft of this report will be shared with Patient A.

#### Interview with Interviewee 1 – Former Member of Staff

No staff members were identified in the current employment of the Trust who were employed during 1962 – 1963. It was therefore not possible to pursue this line of enquiry.

One former member of staff, Interviewee 1, who had been employed at Wythenshawe Hospital from 1979 to 1996 as Head of Service for Volunteering, Income Generation and fund Raising was identified and interviewed. This interview provided valuable information about the processes relating to visitors to the hospital. There were no policies, processes or guidance in place in 1979. Volunteers were not lone workers and there was no lone access to any patients. All voluntary work was undertaken in an open area and all volunteers were supervised or accompanied. There was no induction or training pre-1979 as this, combined with interviewing and requests for references for volunteer posts, did not commence until the beginning of the 1980's. Jimmy Savile had not been a visitor to Wythenshawe Hospital to the staff member's knowledge. Interviewee 1 had met Jimmy Savile at Granada TV Studios as part of the Manchester Council for Voluntary Services at which he drew up a poster to encourage people to support the local hospitals, but was not aware of any links that Jimmy Savile had to Wythenshawe Hospital. Fund raising activity at Wythenshawe Hospital at that time was only undertaken by the League of Friends.

#### Interview with Interviewee 2 – Volunteer

A current volunteer at the Trust, Interviewee 2, was a Student Nurse in 1963 at Wythenshawe Hospital who subsequently became a Senior Nurse in the organisation. In 1963, he was in his first 18 months in training and was based on the Bagueley site. Bagueley and Wythenshawe were very separate hospitals at that time but were managed by the same Hospital Management Committee. Interviewee 2 had no memory of policies peculiar to Wythenshawe of any description and had no recollection of any volunteers present on site at that time. He had no recollection of Jimmy Savile ever being present on site at Wythenshawe and had no recollection of him ever opening a social occasion.

## Complaints

No archived documentation relating to complaint processes, complaints received or management of complaints during 1962-1963 were identified.

## Contact with Police – GMP and Metropolitan

The Metropolitan Police Service were contacted by the Lead Investigator to ensure that all information held by the Police had been received by the Investigation Team. No further information was received from the Metropolitan Police Service. The investigating team considered that Greater Manchester Police may have records that concerned Wythenshawe Hospital in 1962-1963 which may be of assistance to this investigation; however, Greater Manchester Police confirmed that they had no archived records dating back to 1962-1963.

## **5. The University Hospital of South Manchester NHS Foundation Trust Information**

University Hospital of South Manchester NHS Foundation Trust is a major acute teaching hospital trust providing services for adults and children at Wythenshawe Hospital and Withington Community Hospital, and community services that were formerly operated by Manchester Primary Care Trust. We are recognised as a centre of clinical excellence and provide district general hospital services and specialist tertiary services to our local community.

The Trust provides care for a number of specialist services, including cardiology and cardiothoracic surgery, heart and lung transplantation, respiratory conditions, burns and plastics, cancer and breast care services for the population of South Manchester, the North West and nationally. The Trust is recognised in the region and nationally for its involvement in teaching, research and development, with major research programmes focussing on cancer, lung disease, wound management and medical education.

The Trust has approximately 5,800 members of staff, including those employed by our Private Finance Initiative partner South Manchester Healthcare Limited. The Trust also has 530 valued volunteers, who give up their free time to help our patients and visitors.

At the time of Patient A's and Patient B's discussion (1962/3), Wythenshawe Hospital was managed locally by the North & Mid-Cheshire Hospital Management Committee and regionally by the Regional Hospital Board. The North & Mid-Cheshire Hospital Management Committee managed a number of local hospital sites, all reporting monthly into the North & Mid-Cheshire Hospital Management Committee and identified in the North & Mid-Cheshire Hospital Management Committee Minute Book, which is currently archived within the University Hospital of South Manchester NHS Foundation Trust.

The North & Mid-Cheshire Hospital Management Committee minute book documents the membership of the Committee during 1962-1963 and all discussions held at the committee during that time period.

During 1962/3, Wythenshawe Hospital services included medical and chest wards, plastic surgery and burns care facilities based in Nightingale Ward configurations.

## **6. Policy, Practice and Procedure during the early 1960's**

No policies were identified that were in place at the time that Patient A was an inpatient at Wythenshawe Hospital between 1962 and 1963 relating to volunteers, complaints, or whistleblowing. No policies relating to 1962/3 were found within Trust archives.

One previous staff member from 1963 was identified and interviewed. They reported no memory of policies relating specifically to Wythenshawe Hospital.

## **7. Current Policies, Practice and Procedure**

Current policies, which are relevant to the disclosure made by Patient A, have been reviewed by the Lead Investigator. These policies were considered relevant as they relate to safeguarding children/adults, visitors/volunteers at the hospital, disclosures made by patients and security at the Trust.

A number of policies were identified as having passed their formal review date: the recruitment and selection policy; the Grievance Procedure; the whistleblowing policy; the dignity at work policy; and the information governance policy. The plan is for all of these policies to be reviewed and ratified by September 2014. In the meantime however, these policies are robust and are fit for purpose to safeguard patients and to enable staff/patients to make complaints.

The following policies were reviewed by the Lead Investigator:

- Recruitment and selection.

This policy was ratified on 27<sup>th</sup> January 2010 with a review date of January 2012. This did not take place and therefore the policy requires review. This policy is currently under review.

- Safeguarding children

This policy was ratified on 25<sup>th</sup> July 2012 and reviewed in February 2014. A further review date is set for February 2016.

- Volunteering.

There was no stand-alone policy relating to Volunteering Services. Therefore, one is being developed. A Volunteer Policy has been drafted and a second draft of this policy will be completed by the end of April 2014. This will then be reviewed by the Trust solicitor prior to consultation. The policy addresses verbal agreements with volunteers regarding their 'code of conduct'. Within the current

Recruitment and Selection Policy, all new volunteers are subject to DBS and there are plans to introduce a DBS programme for existing long serving volunteers which will be processed in June 2014. The Trust is reviewing the possibility of joining the National DBS updating service with planned implementation in June 2014. All volunteers currently receive safeguarding training and this has been included in the policy. Records are maintained of all volunteers attending the site, which includes their allocated area, which has been reviewed in the policy. Role descriptions will also be introduced through the new policy, which will be implemented by September 2014.

- Conduct and discipline

The Disciplinary Policy was ratified on 18<sup>th</sup> July 2012 with a review date planned for August 2015. The Grievance Procedure was ratified in 2008 with a review date planned for 2010. This is currently out of date but remains of relevance to HR processes.

- Whistleblowing

This policy was ratified on 26<sup>th</sup> September 2011 with further review planned for September 2013. This did not take place and therefore the policy requires review.

- Violence and aggression.

This policy was ratified on 25<sup>th</sup> July 2012 with a review date planned for July 2014.

- Safeguarding adults

This policy was ratified on 25<sup>th</sup> July 2012 with a review date planned for July 2014.

- Complaints

This policy was ratified in September 2012 with a review date planned for October 2014.

- Dignity at work.

This policy was ratified in December 2010 with a review date of May 2011. This did not take place and the policy is currently under review.

- Information governance.

This policy was ratified on 24<sup>th</sup> January 2012 with a review date planned for January 2014 and is currently under review.

- Security

This policy was ratified in July 2012 with a review date planned for July 2014.

- Standards of business conduct

UHSM Governance Manual V2 was ratified by the board on 30.08.12

UHSM Constitution V2.2 was approved by Monitor on 12.12.12

UHSM Licence was approved by Monitor on 01.04.13

- Retention of documents

The Health Records and Clinical Record Keeping Policy was ratified on 21<sup>st</sup> September 2012 with review planned for September 2014. This is implemented in combination with the Health Records Retention Policy document Records Management: NHS Code of Practice.

(Part 2), 2<sup>nd</sup> Edition (Department of Health 2009)

## **8. Overall Analysis and Conclusions**

No evidence was found of any association between Wythenshawe Hospital and Jimmy Savile or that Jimmy Savile ever visited the Trust's premises.

This allegation related to a discussion between two patients, Patient A and Patient B, about Jimmy Savile. This discussion took place in Wythenshawe Hospital in 1962/3, but the discussion did not relate to Jimmy Savile's conduct at Wythenshawe Hospital, but related to his conduct in his own home. During this discussion, Patient B expressed her opinion to Patient A that, 'Jimmy Savile was a dirty old man up to no good' and that he used to hold parties at his house and very young girls were amongst the guests. There was no incident or victim and no relationship between Jimmy Savile and Wythenshawe Hospital.

## **9. Recommendations**

The Investigation Team has made two recommendations following this investigation.

- a. That all policies identified as having passed their formal review date should be reviewed and ratified.
  - i. A number of policies were identified as having passed their formal review date: the recruitment and selection policy; the Grievance Procedure; the whistleblowing policy; the dignity at work policy and the information governance policy. These policies will all be reviewed and ratified by The Clinical Standards Sub Committee by September 2014.
- b. A specific, stand-alone policy for Volunteers and Visitors to the Trust should be developed to consolidate current processes, protocols and guidance.
  - i. The Investigation has identified the need for the introduction of a standalone policy for Volunteers and Official Visitors to the Trust, which is currently under development. This will consolidate current processes, protocols and

guidance concerning volunteers and official visitors, to protect patients and the public.

- ii. Kimberley Salmon-Jamieson, Deputy Chief Nurse, is responsible for development and implementation of this policy which is due to be implemented by September 2014.

## **Appendix A – Interviewee List**

- Patient A
- Interviewee 1 – former member of staff who had been employed at Wythenshawe Hospital from 1979 to 1996 as Head of Service for Volunteering, Income Generation and Fund Raising
- Interviewee 2 - current volunteer at the Trust who was a Student Nurse in 1963 at Wythenshawe Hospital and subsequently became a Senior Nurse in the organisation



## **Appendix B – List of Documents**

The Contents of the Deed Box, dated 31 October 2974, listed the following items:

- North & Mid-Cheshire Hospital Management Committee Standing Orders
- North & Mid Cheshire Hospital Management Committee Minutes
- Medical Staff Meeting Minutes
- Finance Sub-Committee
- Bagueley Sanatorium Visitors Book
- Wythenshawe Hospital Visitor Book

All of these items were located and reviewed by the team except the Bagueley Sanatorium Visitors Book and Wythenshawe Hospital Visitors Book.