



FAX

Please telephone Code A if any page is missing or indistinct

To LORNA

Date

For the Attention Of:

Fax No:

Code A

From

Pages (include this sheet)

Code A

3

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Lorna

Code A

PORTSMOUTH HEALTHCARE NHS TRUST CENTRAL OFFICE

St James Hospital

Locksway Road, Portsmouth, Hampshire, PO4 8LD

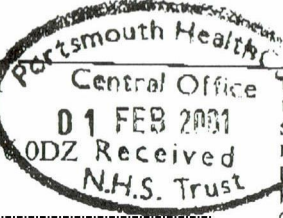
Telephone: Code A

Website: <http://www.portsmouth.healthcare.org>

GLANVILLES

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Strictly Private & Confidential
Code A

Clinical Co-ordinator, EMH, Gosport
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Also By Fax: 023-92-580-360

Your ref.

ASSOCIATES

Our ref. Mjh/34387/1

David Bridge
Nick Hessey

Monday, 29 January 2001

/ Carbon Copies To:- /

Mr Max Millett - Strictly Private & Confidential
Ms Maureen Mills - Strictly Private & Confidential

Dear Madam

Mrs J Kelly

We are instructed by Mrs Jean Kelly.

We hold several documents under legal professional privilege on our client's behalf. Our client has handed over the employment matters relating to her employment with Portsmouth Health Care Trust, specifically Redclyffe House, to us. We note that there is a letter outstanding to our client dated 17 January 2001 from **Code A** and carbon copied to Maureen Mills in Personnel.

Our client is suffering from severe stress at this time, is on medication for the same, and has been ~~signed off work until 2.2.01 with nervous debility as a result. The content of the letter dated~~ above caused our client great concern and in her view thoroughly exacerbated her medical condition. Please therefore do not address any further correspondence to our client or make any contact with her. All correspondence is to be directed through this firm until further notice.

In the meantime, we request the following as a matter of urgency:-

- ✓ Copy of the Staff Handbook. ✓
- * ~~Copy of the signed contract(s) between our client and yourselves.~~ * NO
- ✓ A Grievance Procedure Form - if there is a specific form for this.
- ✓ A full copy of the Harassment and Bullying procedures of the Trust, to include the procedure on any complaint of this nature.
- ✓ A full copy of the procedure that managers should undertake in disciplinary situations.
- ✓ A full copy of the health and safety procedures of the Trust.

PORTSMOUTH
TEL: (023) 9282 7231

WATERLOOVILLE
TEL: (023) 9225 1614

LIAMANT
TEL: (023) 9348 6171

FAREHAM
TEL: (01329) 282841

NEWPORT I.W
TEL: (01983) 527878

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- 40 A full copy of the last report from any inspection that has ever been undertaken by an inspector into the management, supervision and operations at Redclyffe House in Gosport.
- o Any procedural documents that are unique to Redclyffe House, its management and staff.

Should you have any questions about this matter please contact our Mark Hannington at the Fareham office.

Yours faithfully

Code A

Glanvilles

cc. Max Millett, St James' Hospital, Locksway Road, Portsmouth, HANTS, PO4 8LD.

F:

cc. Maureen Mills, Personnel Manager.

*Mike Hannington, Solicitor
Glanvilles.*

Fiona.

Code A