

Gosport Independent Panel

Minutes of the Panel Meeting

17 October 2017

Attendees:

Panel

Bishop James Jones (Chair, BJJ)
 Kate Blackwell (KB)
 David Hencke (DH)
 Duncan Jarrett (DJ)
 Jim Smith (JS)
 John Pounsford (JP)
 Deborah Sturdy (DS)
 Bill Kirkup (BK)
 Christine Gifford (CF)

Secretariat

Louise Dominian (Secretary, LD)
 Ken Sutton (KS)
 Tracy Ofeosi (TO)
 Andy Fitt (AF)
 Judy Joslin (JJ)
 Code A
 Peter Burgin (PB)
 Code A
 Stanley Tan (ST)
 Code A
 Leila Ghahhary (LG)

Code A

	Agenda Item	Summary of discussion	Actions
1.	Introductions	<p>The Bishop welcomed everyone to the meeting and updated the Panel on three meetings he had recently attended with William Vineall (Sponsor Team, Department of Health), Caroline Dinenage MP and Norman Lamb MP.</p> <p>William Vineall has confirmed that the Department will make plans to ensure the correct infrastructure is in place for when the Panel's work comes to an end next spring.</p> <p>The Bishop will be meeting the Shadow Health Secretary after the Panel meeting and then Philip Dunne MP (Health Minister) later in the day to reinforce the Department of Health's responsibility to deal with the aftermath of the Panel's Report.</p>	

2.	Minutes of 19 September meeting and matters arising	<p>The minutes were signed as an accurate record of the September meeting.</p> <p>There were no matters arising.</p>	
3.	Family Liaison Update and Disclosure	<p>The general approach and principles of the post-disclosure meetings with families were discussed at the September Panel meeting. Panel Members agreed the principles as set out in Paper 34.1, subject to the amendment below.</p> <p>It was agreed that the final bullet point on page 2 – <i>Any further questions families may have, will if appropriate be taken away to answer later</i> – should be removed. Families need to be alerted that the Panel will not be able to answer all questions relating to their loved one at the individual meetings.</p> <p>“Disclosure day” is a working title and consideration will be given to the title of the day.</p> <p>Assumptions have been made regarding how many families might want individual meetings which were agreed by Panel Members. It was decided that meetings should be 30 minute slots, rather than one hour, but with discretion to reserve two slots for some families who may need more time.</p> <p>It was agreed that the meetings should take place at the Hornet Services Sailing Club as the families are familiar with the venue but with flexibility as some individuals have mobility issues and may not be able to travel. The feedback will primarily be provided by the clinicians - Deborah Sturdy, Jim Smith, Bill Kirkup and John Pounsford, with additional input from other Panel Members where needed for a very small number of families.</p> <p>It is anticipated that some families may want feedback as soon as possible and others may want to reflect on the Report first before requesting a meeting.</p> <p>It was agreed that the primary purpose of the meetings with families would be to give them an opportunity to ask questions about their loved ones.</p>	<p>a) JJ to delete final bullet point - Any further questions families may have, will if appropriate be taken away to answer later</p> <p>b) JJ to consider a title for the ‘Disclosure day’</p> <p>c) JJ to arrange 30 minute slots for individual family meetings, with flexibility as required</p> <p>d) JJ to arrange family meetings at the Hornet Services Sailing Club with flexibility as required</p>

		<p>How far Panel Members will be able to answer questions on individual families relatives will be discussed in detail at a future Panel meeting.</p> <p>Panel Members discussed what documentation should be available to family members, if they request it. It was confirmed that records of the deceased fall under health records legislation and therefore can be disclosed to a representative of the deceased. CG confirmed that, as the Panel is registered as a data controller, it can provide families with their relative's records if requested. However, to manage families' expectations, the Panel must be clear that it does not have all the medical records. The Panel will also need to look at the practicalities of providing records available in microfiche only. A proposal will be brought back to Panel.</p> <p>The Panel accepted the bullet points regarding personal reports on relatives with a few amendments. The words "it goes without saying that" at the beginning of the second bullet should be removed. The Panel agreed that in order to manage families' expectations the last bullet on page 5 should be edited as follows - the word 'may' (preceding 'may vary') should be removed. 'May not' should be changed to 'will not' and 'in detail' should be removed.</p> <p>The suggested protocol for handling new families who come forward before disclosure was agreed.</p> <p>It was agreed that attendance at the day of disclosure should be made as easy as possible for families. This will be covered at the next Family Liaison meeting and will be followed up with a questionnaire to families to understand their requirements and concerns.</p> <p><u>Family Liaison Meeting</u> The next Family Liaison meeting will take place on Wednesday 18 October and 79 family members are expected to attend.</p>	<p>e) JJ to bring a proposal on the level of detail that should be given to individual families in answer to questions on their relatives to a future Panel meeting alongside a proposal from AF regarding what documents can be provided to families</p> <p>f) JJ to remove the words 'it goes without saying' in the second bullet and 'may' and 'in detail'. Change 'may not' to 'will not' and remove 'in detail' in the final bullet point on page 5 of paper 34.1</p>
4.	Access Workstream Progress report	<p>The CPS has been asked to provide some additional material relating to other events that were happening at the same time.</p> <p>Hampshire Police have now completed all</p>	

		<p>redactions.</p> <p>Further work is being undertaken with the DH Legacy team to try and locate some missing boxes of material.</p> <p>Code A has been appointed to develop the website. There are issues around the testing of the website and a solution is being sought. This does not present any risk to the major build at present.</p>	
5.	Report Overview	<p>Some work has been done to develop thinking on fact checking and the styling of the report. The Panel agreed that draft chapters – or sections in chapters - will be shared with Ken S as soon as possible.</p> <p>The Panel members will discuss the overall position on the Report’s narrative on 14 November.</p>	g) PB to arrange for draft chapters or sections of chapters to be shared with KS.
6.	Report Chapters updates	Panel members discussed the progress they have made on their individual chapters for the report.	
7.	High Level Plan	<p>We are now in the final straight. Deadlines must be met and there can be no slippage.</p> <p>As the Report writing phase concludes, the resourcing will become increasingly flexible so that it can be deployed across the different workstrands as the Panel’s work requires.</p>	
8.	Forward Look	There will be an off-site Panel meeting on Monday 13 November and a Panel meeting in Wellington House on Tuesday 14 November.	
9.	AOB	None	