

Gosport Independent Panel

Minutes of the Panel Meeting

24 April 2018

Attendees:

Panel

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

Secretariat

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

Code A

Leila Ghahary (LG)

Code A

Code A

Code A

 (for part of the meeting)

Code A

	Agenda Item	Summary of discussion	Actions
1.	Introductions	The Bishop welcomed everyone to the penultimate Panel meeting. The Panel noted the Bishop will be meeting DHSC officials in May. The Bishop expressed his appreciation for the hard work by Panel Members and the Secretariat to complete the final phase of the Panel's work.	
2.	Minutes of 20 March Panel meeting and matters arising	Panel members should ensure they are content with the minutes as recorded. The Panel minutes will eventually form a public record. The minutes were signed as an accurate record of the March Panel meeting. There were no matters arising.	
3.	Access Progress Report GIP/Paper 39.1	The Panel noted the update in Paper 39.1. The first upload of documents to the Disclosure website will be completed at the end of April. The Panel noted the update on volumes on Relativity and on specific issues relating to	

		<p>redactions in material from Department for Health and Social Care (DHSC), Hampshire Constabulary, GMC and the Royal College of Nursing.</p> <p>The Panel agreed a letter should be sent to Charlie Massey, the Chief Executive of the GMC about the redactions that were applied by them.</p> <p>The Panel agreed that based on its experience of document retention by public bodies, the documents held by the Panel will be kept in a secure place until a decision is made on next steps.</p>	<p>a) AF and CG to arrange for a letter to be sent from the Bishop to Charlie Massey about GMC's redactions by in May.</p>
<p>4.</p>	<p>Disclosure Progress Report and Plan GIP/Paper 39.2</p>	<p><u>Disclosure Plan</u></p> <p>The Panel was updated on the current position on disclosure planning as set out in the Plan in Annex A of Paper 39.2.</p> <p><u>Disclosure Plan</u></p> <p>The Panel noted the arrangements in the Plan for Families, Press, Parliament and Ministers and Stakeholders in the running up to and on disclosure day.</p> <p>The Panel discussed the timings and position of the items in the Plan and agreed that the programme on the day of disclosure will finish earlier and that, where possible, activities will occur simultaneously.</p> <p>The Panel noted that the process for sharing the Report on the day of publication must reflect its Terms of Reference. There were further discussions about arrangements for Stakeholders and the Press on how they should have access to the Report.</p> <p>The Panel was updated on the current position on logistics. Arrangements for catering, audio visual, IT provision and transport arrangements are being progressed.</p> <p>The security specification was agreed as set out in Annex D in Paper 39.2. A proportional approach is being taken on security with a named lead in place.</p>	<p>b) JJ to revise the Disclosure Plan to include a shorter disclosure day with some events occurring simultaneously</p>

Family Liaison Information Meeting

The Panel noted the arrangements for the Family Liaison Information meeting as set out in Paper 39.2.

The Panel discussed the items which will be covered at the information meeting and agreed to explain the level of detail that will be available at the individual meetings to families.

The Panel noted that the support to families on the day of disclosure from the Panel will be essentially pastoral.

Briefing, Q & A and Issues that arise

The Panel noted the suite of briefing being developed to support disclosure. Panel Members will identify further issues to include in draft Question and Answer briefing.

Clear lines have been developed to respond to obvious questions that have already arisen/may arise.

The Panel noted that its work comes to an end on 21 June. This means that the Panel will cease to exist as an entity. However, the arrangements for individual family meetings and the post-panel reflection on 17 September are in place. The Panel noted that the Bishop is and will continue to be the Panel's spokesperson. He will respond to any comments or questions about the Panel pre and post disclosure. He may consult Panel Members for advice in the immediate Post-Panel period.

Media

The Panel was updated on the media arrangements. The Media Plan will be discussed at May's Panel Meeting. The Panel agreed that arrangements will be made for the Bishop's press conference to be broadcast live on the day of disclosure after the Ministerial statement.

The Panel noted the local media are planning to run programmes about Gosport War Memorial Hospital on Tuesday, 19 June.

c) JJ and TO to arrange for comments from Panel Members to be included in the Q and A briefing for disclosure.

d) Code A to further explore and make arrangements for live broadcasting on the day.

5	<p>Website Progress Report and Presentation GIP/Paper 39.3</p>	<p>The Panel was updated on the work to develop the website which included a demonstration of the search facility and an update on the timeline which is in development.</p> <p>The Panel will be updated on progress at May's Panel Meeting.</p> <p>The Panel agreed the Agendas and notes of the Family Liaison Notes will be uploaded to the website.</p>	<p>e) JJ and ST to arrange for the Agendas and notes of the Family Liaison Meeting to be uploaded to the website.</p>
6	<p>Finalising the Report – Update on 'Factchecking' Progress Report GIP/Paper 39.4</p>	<p>The Panel was updated on the work to finalise the report and noted the progress and plans in Paper 39.4.</p> <p>The Panel noted that the fact checking process went smoothly. The Panel is considering contextual comments from organisations and is following on questions from two organisations.</p>	
7.	<p>High Level Plan and Forward Look GIP/Paper 39.5</p>	<p>The Panel noted the move to detailed week to week planning in May as the High Level Plan activities converge on disclosure day.</p> <p>The Panel will have a page by page turn of the proof copy of the Report at May's Panel Meeting.</p>	
8.	AOB	None.	

Code A

21/5/18