

Gosport Independent Panel Minutes of the Panel Meeting 08 December 2015

Venue Wellington House, London, SE1

Present

Panel

Bishop James Jones (Chair, Gosport Independent Panel, BJJ)
 Kate Blackwell (KB)
 Colin Currie (CC)
 Christine Gifford (CG)
 David Hencke (DH)
 Duncan Jarrett (DJ)
 Jim Smith (JS)
 Bill Kirkup (BK)
 Deborah Sturdy (DS)

Secretariat

Louise Dominian (Secretary, LD)
 Sarah Armstrong (SAr)
 Peter Burgin (PB)
 Code A
 Andy Fitt (AF)
 Judy Joslin (JJ)
 Code A
 Tracy Ofeosi (TO)
 Sarah Wishart (SW)
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Apologies
 None

	Agenda Item	Summary of discussion	Actions
1.	Introduction and Welcome	The Chair welcomed the new Secretariat team members to the meeting.	
2.	Minutes of 10 November 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 of the Panel meeting on 10 November were agreed with no amendments. Initial options on the format and structure of the Final report will be presented to the Panel in February 2016.	a) BJJ signed the minutes as a true record of the meeting. b) The Review Team to present initial options for the structure of the Final report at February's Panel meeting.
3.	Family Liaison Update and Forward Look 2016	<u>Family Engagement</u> The work with families continues and relationships are also being built with new families. To date (as of 08 December) the Panel is in contact with 100 families	c) JJ to revise the draft Psychological leaflet to reflect the agreed changes.

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	GIP/Paper 14.1	<p>relating to 99 deceased patients.</p> <p><u>Draft Psychological support leaflet</u></p> <p>The Panel discussed the draft Psychological Support Leaflet which will be used to signpost families to sources of information, support and counselling. Minor changes were agreed to the draft leaflet. The Panel agreed to adopt the proposals in Option 4 (Paper 14.1 refers) to distribute the leaflet in a way that made it accessible to families in an unobtrusive way. The leaflet will be posted on the Gosport Independent Panel's website and a hard copy of the leaflet will be sent to families who request it. It will be available at future Family Liaison Meetings and a link to the leaflet will accompany the notes of future Family Liaison Meetings.</p> <p><u>Forward Look 2016</u></p> <p>The Panel will consider proposals, in January, on the format and content of future Family Liaison Meetings, including Panel members' attendance, with the aim of establishing/maintaining families engagement with the Gosport Panel.</p>	d) JJ to develop proposals, at January's Panel meeting, on the format and content of future Family Liaison Meetings.
4.	<p>Access Workstream Progress Report and Forward Look 2016</p> <p>GIP/Paper 14.2</p>	<p>The Panel was given an overview on progress with key organisations and a demonstration of the cataloguing process. A considerable amount of material needs to be catalogued and this is being prioritised in phases, working with the Review Team.</p> <p>Some key organisations require intense engagement and support to access their material. It was agreed that bespoke intervention should be put in place to expedite access to relevant material.</p>	<p>e) CG and LD to consider with the Access Team how and whether to escalate concerns about access to material to senior levels in providing organisations.</p> <p>f) CG and AF to update the Panel at a later stage on the overall status of <u>all</u> the stakeholders in the dashboard.</p>
5.	<p>Review Workstream Progress Report and Forward Look 2016</p> <p>GIP/Paper 14.3</p>	<p>The Review Team's strategic approach to its work has developed from an initial thematic approach to four Review Strands. The Clinical Ascertainment Phase Pilot (CAPP) will become a Review Strand, bringing together the separate medical themes.</p> <p>CAPP preliminary findings were fed back including the clinical importance of a patient by patient examination of documents. Clinical expertise is required to support the methodology of using Relativity and the</p>	<p>g) The Review Team to include the prescribing and administration of medicines work in the CAPP Review Strand.</p> <p>h)  to provide an update</p>

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		<p>Comparative Analysis Document (CAD) for the CAPP. This clinical expertise resource should be secured to enhance and expedite CAPP'S interface with Relativity and the CAD.</p> <p>A timeline will be developed to demonstrate the professional career of MPs linked to Gosport through the documentary evidence.</p> <p>The Regulatory Review strand includes the material from the regulatory bodies involved in the historic investigation into the events at Gosport. The work of the legal Review strand will include reviewing evidence on the role of the CPS and expert witnesses, how expert witnesses were chosen and by whom and whether psychological and financial profiling was part of the Police investigation.</p> <p>As the Panel's work shifts into more intense research analysis and investigation, additional resources will need to be considered and planned in an efficient and timely manner.</p> <p>Consideration will be given to whether the Review findings might require a different format and/or additional time for their full consideration within or outside of the existing Panel meetings.</p>	<p>on CAD at February's Panel meeting.</p> <p>i) SW and the Review Team to develop a timeline on the professional careers of MPs linked to the events at Gosport War Memorial Hospital based on Parliamentary reference sources.</p> <p>j) LD and the Review team to develop options on how the Review Team findings will be discussed at Panel.</p>
6.	<p>Records retention and disposal</p> <p>GIP/Paper 14.4</p>	<p>The Panel agreed to adopt the recommendations in the Record and Retention paper, without reference to Annex A, which will be discussed separately at a later date. The Panel is tasked solely with reviewing and analysing all relevant documents which may then be evidenced in the Final Report. There is no place for any value judgements.</p> <p>The Panel agreed that, as a rule of thumb, all matters arising during the Panel's work, up until the Final report is laid in Parliament, must be taken and viewed as "alleged".</p>	<p>k) Review Team and TO to arrange for Annex A to be discussed at a later stage.</p> <p>l) All intimations and views during the Panel's work, up until the Final report is laid in Parliament, must be taken as "alleged".</p>
7	<p>Highlight Report and High level plan</p> <p>GIP/Paper 14.5</p>	<p>This was covered within the Workstream updates in items 3-5 above.</p>	
8	<p>Forward Look</p> <p>GIP/Paper 14.6</p>	<p>The Panel noted the 2016 Panel meeting dates and the informal offsite Panel meetings in February, June and November 2016.</p>	

	Agenda Item	Summary of discussion	Actions
9	AOB	None The meeting ended at 12.50pm.	

Code A

19/1/16