

# Gosport Independent Panel Minutes of the Panel Meeting 10 February 2015

Venue Wellington House, London, SE1

**Present**

**Panel**

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

**Secretariat**

- Sarah Armstrong (SA)
- Peter Burgin (PB)
- Louise Dominian (Secretary, LD)
- Andrew Gazzard (AG)
- Judy Joslin (JJ)
- Tracy Ofeosi (TO)
- Sarah Wishart (SW)

**Code A**

**Code A** for part of the meeting)

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**Apologies – None**

	Agenda Item	Summary of discussion	Actions
1.	Introduction and Welcome	The Chair welcomed everyone to the meeting. Panel members provided a brief overview of their experience and specific skills. The Chair explained that the agenda for the meeting is focused on the "Access to documents" theme in the Panel's Terms of Reference.	

	Agenda Item	Summary of discussion	Actions
2.	Minutes of 13 January panel meeting and matters arising	The minutes of the Panel meeting on 13 January were agreed with no amendments.	a) BJJ signed the minutes, confirming it was a true record of the meeting.
3.	Family liaison GIP/Paper 5.1	<p>Collection of information from families is being prioritised. New families are coming forward at a rate of one per week. Half of the families coming forward have had no previous engagement with the events at Gosport.</p> <p>The family pastoral support allows Panel members to glean insights into the families' experiences at Gosport War Memorial Hospital; the information will not be treated as submissions for the Panel's investigative work. Families involved in previous investigations have contemporaneous records of their experience and this will be reflected in the documents the Panel receives from organisations.</p>	<p>b) JJ to check the reference to the dosage amount in the families' paper and prepare an addendum to the families' paper.</p> <p>c) Panel members will make a clear distinction between information received through the contacts with the families and documents submitted for forensic investigation and analysis by the Panel.</p> <p>d) JJ to develop options for the Panel's consideration showing how interaction between the families could be facilitated for the April Family Liaison Meeting – taking into account the style and format of the location/room.</p> <p>e) JJ to decide whether we report the generic themes at a future family meeting and how we engage a disparate group in a thematic approach.</p>

Agenda Item	Summary of discussion	Actions
4.	<p><b>Management of Information: Access and Disclosure Protocol GIP/Paper 5.2</b></p> <p>The Access and Disclosure protocol and its Appendices set out the arrangements for the disclosure and access to information held by organisations. The Appendix C paper on Data Protection was developed in discussion with the Data Protection Commissioner. In some cases, documents in the Appendices will be varied to suit the individual organisations. Some organisations might ask the Panel to use their Confidentiality Agreements instead of the Panels.</p> <p>It was noted that the Panel and organisations have joint responsibility for determining the search terms.</p>	<p>f) CG to review the Access and Disclosure Protocol and Appendices to reflect the comments Panel members made and share a revised version at the March Panel meeting.</p> <p>The key revisions include:</p> <p><b>Page 2, para 5</b>, include a sentence inviting organisations to include additional search terms beyond the terms the Panel identified.</p> <p><b>Appendix C, Page 9, Para 2</b>, include Ministers, in the sentence.</p> <p><b>Appendix D, Page 12, Para 6.0 Principle 5</b>, include a line stating "copies of documents held by the Panel" will be destroyed. <b>Page 13, Principle 8</b>, Include "no current" plans</p>
5.	<p><b>Stakeholder Management GIP/Paper 5.3</b></p> <p>The discussions with organisations are encouraging. None of them have raised any issues around disclosure or redaction. Other leads have emerged from the discussions. Organisations and individuals are being told that they are not being interviewed and the essence of discussions is to direct the Panel to relevant information/documents.</p>	<p>g) PB to reaffirm where appropriate to stakeholder organisations and individuals that the meetings are <b>not</b> interviews to avoid any misconceptions.</p>
6.	<p><b>Highlight report and High level GIP/Paper 5.4</b></p> <p>Initial work has begun on planning backwards from a hypothetical project end date. The work towards the end of the project is heavily loaded towards the technical aspects of building a disclosure website and the negotiations for disclosure.</p>	
7.	<p><b>Relativity Demonstration GIP/Paper 5.5</b></p> <p>The Relativity architecture is a really important tool. It has been configured with links to the evidential documents.</p>	<p>h) SW and AG to develop the research and technical requirements.</p>

	Agenda Item	Summary of discussion	Actions
			i) SW and AG to liaise with Panel members on the functions they would like to see within Relativity.
8	Engagement of Panel Members in Research, Analysis and Investigation – next steps GIP/Paper 5.6	The thematic areas for the research, analysis and investigation work are being considered. The discussions with individual Panel members will explore their subsequent involvement in the themes which are agreed. The Panel needs to consider its approach to families' individual concerns and questions vs the generic concerns developing over the life of the Panel.	j) SW to bring the Timeline – what we know about the events in Gosport to the March Panel meeting.
9.	Forward look GIP/Paper 5.7	<p>Early thinking has begun to inform the proposed social media protocol. The social media approach should focus on putting minimal information out and in any event only when it is absolutely necessary. The Chair is the voice of the Panel and in that capacity he is the spokesperson for the Panel.</p> <p>Letters of appointment have been issued to Panel members for them to consider and return to the Minister's Office.</p>	<p>k) Panel members to review their letters of appointment and return signed copies if they are content or speak to LD if there are any issues.</p> <p>l) TO to review and finalise the draft Register of Interests in consultation with LD and BJJ by the end of February.</p>
10.	AOB	<p>No other business</p> <p>The meeting closed at approximately 1.15pm.</p>	

**Code A**

10/3/15