

Gosport Independent Panel Minutes of the Panel Meeting 20 February 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)
 Code A
 Peter Burgin (PB)
 Code A
 Stanley Tan (ST)
 Code A
 Leila Ghahary (LG)
 Code A

Department of Health and Social Care
 (for part of the meeting)

William Vineall (WV)
 Jason Yiannikou (JY)
 Giles Crompton-Howe (GCH)

Code A for part of the meeting)

Code A

	Agenda Item	Summary of discussion	Actions
1.	Introductions	<p>The Bishop welcomed everyone to the meeting.</p> <p>The Panel has appointed a Press Secretary, to handle the Panel's press arrangements/enquiries for disclosure.</p> <p>The Bishop will be meeting Jackie Doyle-Price, the Parliamentary Under Secretary of State in DHSC with responsibility for Gosport, in March.</p>	

2.	Minutes of 23 January 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 January Panel meeting There were no matters arising.	
3.	Post disclosure - Transitional arrangements GIP/Paper 37.1	<p>William Vineall updated the Panel on the DHSC's emerging plans for post disclosure transitional arrangements.</p> <p>The Panel noted that Caroline Dinenage MP, Minister of State for Care has recused herself from work related to the Gosport Independent Panel until the Report is published. This allows flexibility for her continued constituency work that will continue until the point the Report is published.</p> <p>DHSC is in touch with other Government departments about the Report.</p> <p>The Panel noted that the DHSC will not engage with Gosport families before the Panel publishes its Report. A DHSC Liaison Team will be established to support families. Initial DHSC contact with Gosport families will dovetail with the Gosport team's post disclosure work. The Panel emphasised that pastoral support for families may need to begin very quickly following publication.</p> <p>The Panel discussed the importance of transferring information to the DHSC. Original material will be returned to the owners and only some material will need to be archived.</p> <p>The Panel noted the implications of the General Data Protection Regulation (GDPR) and Data Protection Bill due to come into effect in May 2018. This changes how personal data is handled.</p> <p>DHSC agreed to keep the Panel updated on progress with post disclosure transitional arrangements.</p>	a) LD and TO to update the Panel on DHSC's progress on post disclosure transitional arrangements

<p>4.</p>	<p>Family Liaison Update and Disclosure GIP/Paper 37.2</p>	<p><u>Family Liaison Meeting</u></p> <p>The next Family Liaison meeting is on 21 February and 87 family members are expected to attend. It is the highest attendance since October 2015.</p> <p>The Panel noted there will be media interest when it announces the date the Report will be published.</p> <p>The Panel was updated on families' responses to the Panel's letter asking for their consent for material relating to their relative to be disclosed into the public domain. The deadline for families to respond was 16 February.</p> <p>The Chair reminded everyone to be sensitive to the significance of the Family Liaison Meeting on 21 February for families as the Panel's work draws to a close.</p> <p><u>Media Strategy</u></p> <p>The Panel noted that the Media Strategy agreed had been refreshed to reflect the national media coverage in Summer 2017 of the historic events at Gosport War Memorial Hospital. The Panel agreed that no further work was required to raise the Panel's profile.</p> <p>The Panel noted that the June disclosure may raise questions about why the report could not be published on the earlier dates. Families will be told at the Family Liaison Meeting the May date had implications because of the Royal wedding in May and the later date is advantageous for the Report.</p> <p><u>Disclosure Planning</u></p> <p>The Panel noted that planning for disclosure day is progressing well and the current position on planning is set out in Paper 37.1, Annex C.</p> <p><u>Invitations to the disclosure event</u></p> <p>The Panel noted that the recent consent exercise has resulted in responses from a few families who had not previously replied to the Panel. The</p>	
-----------	--	---	--

		<p>invitation strategy was amended to take account of this and would be kept under review.</p> <p>The Panel agreed it will require reassurance from Portsmouth Cathedral that none of its staff or volunteers working in the Cathedral on the day the report is published have any conflict of interest with the Panel's work.</p> <p>The Panel noted that the publication of the Report and the announcement of its publication in Parliament will necessarily be on the same day reflecting the Panel's Terms of Reference and protecting the Report's Parliamentary privilege.</p>	<p>b) JJ to establish by the end of April whether any conflicts of interest exists with any staff or volunteers working at the Cathedral on the day of disclosure.</p>
5.	<p>Access Progress Report GIP/Paper 37.3</p>	<p>The Panel noted the update on redactions, volumes on Relativity and specific issues relating to key stakeholders in Paper 37.3.</p> <p>Redactions in DHSC's material are being progressed and DHSC are now working to a deadline of the end of February. The Panel agreed it will assess progress and will escalate any delay which may impact on the Report's publication to the Bishop.</p> <p>The Panel discussed and noted the issue of consent in relation to the GDPR.</p>	<p>c) CG and Code A to escalate any delay in completing the redactions in DHSC's material to the Bishop.</p>
6	<p>Website Progress Report and Presentation GIP/Paper 37.4</p>	<p>The Panel was updated on the work to develop the website which includes an updated timeline feature.</p> <p>The Panel agreed a member of the Secretariat will work KS to identify the relevant data points in the Report.</p>	<p>d) CG and KS to identify who works with KS on the relevant data points.</p>
7	<p>Finalising the Report - Progress Report GIP/Paper 37.5</p>	<p>Significant process has been made to edit the draft chapters as reflected in Paper 37.5. The Panel noted the following points:</p> <ul style="list-style-type: none"> • The depth of research that has gone into producing the draft chapters which is reflected in the content and quality of the chapters. • The Panel is on course to complete the editing and fact checking process in time for disclosure on 20 June. • There needs to be a coherent thread and impact throughout the Report. 	

		<ul style="list-style-type: none"> The title for Part 2 of the draft Report will be changed to accurately reflect the range of issues in Part 2. 	
8.	<p>High Level Plan and Forward Look</p> <p>GIP/Paper 37.6</p>	<p>The Panel noted activities in the High Level Plan had moved down a level of detail to finalise the report. The leading milestones and supporting activities have been identified and the time is very tight.</p> <p>The critical path through to disclosure date reflects two lines of activity. Report editing and finalisation plus the website including printing the paper copy and the disclosure day. Planning for post disclosure will include reflecting on the lessons learned.</p>	
9	AOB	<p>The Panel discussed safer working practices support which will be available to support Panel Members and members of the Secretariat during the final stages of the Panel's work and post disclosure phase. All will be encouraged to utilise the support, however, it will not be mandatory.</p> <p>The Panel noted responsibility for proper management of information lies with all to ensure material is retained in the correct electronic location and shared drive.</p>	

Code A

20/3/18

