

Gosport Independent Panel

Minutes of the Panel Meeting

13 January 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)
Code A (for part of the meeting)
 Peter Burgin (PB)
Code A (SB) (for part of the meeting)
 Louise Dominian (Secretary, LD)
 Andrew Gazzard (AG)
 Judy Joslin (JJ)
 Tracy Ofeosi (TO)
 Sarah Wishart (SW)

Apologies – None

	Agenda Item	Summary of discussion	Actions
1.	Introduction and Welcome	<p>The Chair opened and welcomed everyone to the meeting. He outlined key principles for the Panel’s work in putting families first and having their concerns shape, but not define the Panel’s analysis and report. The Panel is independent and must maintain confidentiality in the information it receives and its discussions.</p> <p>The Panel sets the direction, within the framework of its Terms of Reference. The Secretariat’s role is to</p>	

	Agenda Item	Summary of discussion	Actions
		<p>support the Panel in discharging this function. Attendees provided a brief overview of their experience and specific skills; highlighting the insight they will bring to the Panel's work.</p>	
2.	<p>Minutes of 11 November Pre-Panel meeting and Minutes of 9 December Family Liaison Launch meeting 9 Dec and matters arising.</p>	<p>Formal approval of the minutes of the previous meeting is required as the Panel minutes will eventually form a public record. Panel members should ensure they are content with the record.</p>	<p>a) The minutes of the Pre Panel meeting on 11 November were agreed with no amendments.</p> <p>b) JJ to note and amend the Panel member's name in the 9 December Families Liaison minutes.</p>
3.	<p>Timeline paper - What we know about the events at Gosport GIP/Paper 4.1</p>	<p>The Gosport Timeline is a factual document based on information publicly available at the time the document is drafted; its purpose is to facilitate discussion between Panel Members and, in time, the Families. Several questions and comments were raised suggesting further information sources.</p> <p>Looking ahead, it would be assumed that the Timeline has been considered by Panel members before the meeting. Issues and questions emerging will then be discussed at the meeting.</p> <p>Three key questions to consider when discussing the Timeline:</p> <ul style="list-style-type: none"> i) Are the right events included? ii) Are any events missing? iii) What questions does the Timeline prompt? 	<p>c) SW to log and prioritise questions raised and develop the proposed frameworks for research and analysis for the Panel meeting in March.</p>
4.	<p>Family Liaison GIP/Paper 4.2</p>	<p>We have made contact with 25 families. They are a diverse group, all with individual concerns and a range of experience.</p> <p>It was noted that a few families use social media, and comments had been made following the announcement of the Terms of Reference. Overall,</p>	<p>d) JJ to inform the Ministers' office that new families have come forward since the announcement. JJ to develop work with the families as outlined in</p>

	Agenda Item	Summary of discussion	Actions
		<p>the feedback from families on the press coverage has been generally positive.</p>	<p>13 January Family Liaison paper.</p> <p>e) Secretariat to develop oversight of how to continue monitor families' comments on social media.</p> <p>f) TO to develop a draft Social Media Protocol, with a steer from DH, for the Panel meeting in March.</p> <p>g) Panel members to refer any enquiries about Gosport to the Panel's Website or Secretariat.</p>
5.	<p>Stakeholder Management GIP/Paper 4.3</p>	<p>The original 47 organisations we wrote to have now all responded to the request to preserve their material. The next stage – an intense process - is to meet with the first (15) tranche of organisations. The initial meetings will focus on the information held by organisations and other potential sources.</p>	<p>h) Panel members to support the Secretariat in making contact with key stakeholders and families.</p> <p>i) JJ to consult DH on possible media routes to trace or track down new families.</p>
6.	<p>Management of Information GIP/Paper 4.4</p>	<p>The access and disclosure framework is being developed. The framework will include the Panel's redaction principles and it's take on the publication of personal data. The first phase includes work on parallel disclosure; accessing information, digitisation and making the information available for research. The confidentiality agreement is being developed for both Panel members and members of the Secretariat.</p> <p>Strategic questions were discussed around the digitisation architecture to address and run the investigations/analysis and how the complexities are</p>	<p>j) TO to revise the draft confidentiality agreement and send it to CG.</p> <p>k) DJ to review his investigation paper covering strategic questions and send it to Louise for onward circulation. The paper</p>

	Agenda Item	Summary of discussion	Actions
		managed.	<p>will then be discussed at the Panel meeting in March.</p> <p>l) CG to share the access and disclosure framework paper at the February Panel meeting and arrange for the Panel members to see a display of the Relativity tool for digitising material at the February Panel meeting.</p>
7.	Highlight report GIP/Paper 4.5	The high level plan should include relevant key dates, for example, the dates for Purdah, the date of the General Election etc.	m) A3 copies of the high level plan to be provided at the meeting.
8.	Forward look GIP/Paper 4.6	It was noted that the Forward look will include papers and documents either agreed at Panel meetings, being developed by Panel members or emanating from the High level Plan.	n) LD to report back in March on finances for 2015/16.
9.	AOB	<p>The draft letters of appointment for the recently appointed Panel members are being cleared with lawyers.</p> <p>The Secretariat had reviewed a range of models for the Register of interest for Panel members, but none were fit for purpose. A bespoke model will be developed and shared with the Panel.</p>	<p>o) TO to send draft letters of appointment to Panel members in February.</p> <p>p) BJJ to have individual discussions with Panel members on interests over the coming weeks as an appropriate Register of Interest is put into place.</p>