

Gosport Independent Panel

Minutes of the Panel Meeting

23 January 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)

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 Ghahhary (LG)
 Code A
 Code A

Apologies

Jim Smith (JS)

	Agenda Item	Summary of discussion	Actions
1.	Introductions	<p>The Bishop welcomed everyone to the meeting. He thanked everyone for the huge amount of hard work to develop the draft Report chapters, acknowledging the different disciplines and varied expertise. The work on editing the Report continues.</p> <p>Following the recent Cabinet reshuffle, changes have been made to the Ministerial team in the Department of Health and Social Care (DHSC). Jackie Doyle-Price MP, the Parliamentary Under Secretary of State will be responsible for the Gosport Independent Panel. Caroline Dinenage, MP for Gosport has been appointed as the Minister of State for Care. The Panel is seeking clarification from the DHSC on her new role in relation to her constituency.</p>	
2.	Minutes of 14 November Panel meeting and matters arising	<p>Panel members should ensure they are content with the minutes as recorded. The Panel minutes will eventually form a public record. There were no matters arising. The minutes were signed as an accurate record of the November Panel</p>	

		<p>meeting.</p> <p><u>The search for Portsmouth Healthcare Trust (PCHT) Corporate papers.</u></p> <p>The Panel noted that further work is being done to search for PCHT corporate papers.</p>	
3.	<p>Family Liaison Update and Disclosure GIP/Paper 36.1</p>	<p>GENERAL UPDATE ON DISCLOSURE</p> <p><u>Post disclosure meetings with families</u></p> <p>The Panel agreed the proposals in Paper 36.1, Annex B, for the post-disclosure Meetings with families. Post-disclosure meetings will be flagged to families at the February Family Liaison meeting. Families will be offered appointments after the Report is published. This gives families the chance to digest the report and make an informed decision on whether an individual meeting is required. The Panel agreed that all potential weeks which have no post disclosure meetings will be looked at again to establish if individual meetings can actually be held.</p> <p><u>Update on disclosure planning</u></p> <p>The Panel noted the current position on planning for the disclosure day in Paper 36.1, Annex D.</p> <p><u>Distribution of the Report</u></p> <p>Families will be the first to receive the Panel's Report on the day it is disclosed. The Panel noted proposals for distributing the Report and agreed that Panel Members will identify any other interested stakeholders for copies.</p> <p><u>Travel and accommodation</u></p> <p>Families' responses to questionnaires about likely attendance and travel arrangements for the day of disclosure showed a likely attendance of between 180 and 220 people at the disclosure event and that transport support for families will be needed. Provisional hotel bookings will be made in hotels for families who require it.</p>	<p>a) JJ to explore all potential weeks for individual meetings.</p> <p>b) Panel Members to update LD on other interested stakeholders that should receive a copy of the Report.</p>

		<p><u>Family Liaison Meeting</u></p> <p>The Panel agreed with the messaging and the agenda for the Family Liaison Meeting in February. Panel Members reinforced messaging around information availability and access to material.</p> <p>With the proximity of the agreed date of disclosure, the Bishop emphasised that Panel Members and the Secretariat must not disclose any information or inadvertently give any hints about what will be in the Report at the Family Liaison meeting.</p> <p>There will be heightened interest from the media in the run up to Spring which will undoubtedly put families and potentially, the Panel under pressure. It is important to preserve the integrity of families.</p> <p>The Panel agreed it needs the names of all Portsmouth Cathedral personnel who will be working there on the day the Panel discloses its Report. Security arrangements on the day are being considered with the cathedral as part of the arrangements for the day.</p> <p>The Panel agreed the media strategy and arrangements for disclosure should be brought forward to the Panel Meeting in February and not March as proposed in Paper 36.1, Annex D.</p>	<p>c) JJ to establish who will be working in the Cathedral on disclosure day and consider whether the Bishop writes to the Dean of Portsmouth Cathedral.</p> <p>d) JJ and TO to arrange for the media strategy to be discussed at February's Panel Meeting.</p>
4.	<p>Access and Website Workstreams Progress Report GIP/Paper 36.2</p>	<p>The Panel noted that issues around disclosure of material continue with a small number of stakeholders.</p> <p>Operation Rochester families in contact with the Panel were written to in November and asked to provide consent for material relating to their relative to be disclosed into the public domain. All remaining Tranche 1 families for who we have contact details, plus any who had not responded to the letter sent in November, have now been written to asking for their consent.</p> <p>Letters have gone to all stakeholders asking them to certify their search and provision of material</p>	<p>e) CG and KS to consider the purpose and scale</p>

		<p>to the Panel.</p> <p>The Panel noted the first "live" clean data will be made available to Code A at the end of January.</p> <p>The Panel considered the purpose and scale of the timeline on the website and agreed the timeline will align with the narrative in the Report. The Panel agreed KS and CG will consider purpose and scale of the timeline to inform its development.</p>	<p>of the timeline on the website and include details in Code A presentation to Panel in February.</p>
5.	<p>Finalising the Report and Fact Checking - update GIP/Paper 36.3</p>	<p>Panel Members and members of the Secretariat were commended for the hard work that had gone into producing the draft chapters for the Report. The Panel was updated on the emerging structure of the Report in Paper 36.3, Annex A. The Panel agreed the Report narrative will inform the chapter headings and the final Report structure.</p> <p>The Panel was updated on the process to finalise the Report:</p> <ul style="list-style-type: none"> • Authors of the chapters will be given sight of their own chapters once they have been edited by KS and PB and reviewed by the Bishop • The relevant edited draft chapters will be shared electronically with all the clinicians. • A hard copy of the assembled version of the Report will be made available for Panel Members to view. • The fact checking process is being developed so the Report is ready for disclosure date. <p><u>Disclosure readiness</u></p> <p>The Panel agreed the date it will disclose its final Report to families. The families will be informed of the date before anyone else.</p>	<p>f) PB and TO to arrange for Panel Members to view a hard copy of the Report in a secure environment.</p>
6.	<p>High Level Plan and Forward Look GIP/Paper 36.4</p>	<p>The Panel noted the critical path will be reflected in February's High Level Plan and will identify and report on the main milestones to take us through to disclosure. Governance, staffing and reporting arrangements will change as we focus on the Report and its publication on the website and in hard copy.</p>	
7	AOB	None	

Code A

28/2/18