

Gosport Independent Panel Minutes of the Panel Meeting 14 July 2015

Venue Wellington House, London, SE1

Present

Panel

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

Secretariat

Sarah Armstrong (SAr)
 Louise Dominian (Secretary, LD)
 Andrew Gazzard (AG)
 Judy Joslin (JJ)
 Tracy Ofeosi (TO)
 Sarah Wishart (SW)

Code A
 Code A
 Code A Stakeholder Manager
 Code A Business Manager
 Code A Cataloguer

Apologies

David Hencke
 Peter Burgin, Access Workstream Lead

	Agenda Item	Summary of discussion	Actions
1.	Introduction and Welcome	The Chair welcomed the new Secretariat team member to the meeting. Panel members introduced themselves to her. The Chair met Ben Gummer MP, the Department of Health (DH) Minister, to brief him on the background to the Gosport Independent Panel. He showed a keen interest in the Panel's work and a good understanding of the issues. The Minister's DH Portfolio includes Patient Safety and Patient Experience. The Chair and the	

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		<p>Minister discussed resources and the timeframe for the Panel's work. The Chair confirmed that the Panel keeps a tight rein on its resources particularly in the current tight fiscal climate. He outlined the Panel's developing work on Access, Analysis and Adding to public understanding. He explained that, at present, it was hard to determine the total volume of relevant material from organisations relating to the Panel's Terms of Reference, with a potential consequential impact on the resources required for the Panel's work. The Minister was very supportive of the Panel's work.</p>	
2.	<p>Minutes of 9 June Panel meeting and matters arising</p>	<p>Formal approval of the minutes of the previous meeting is required. 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 09 June were agreed with no amendments.</p>	<p>a) BJJ signed the minutes as a true record of the meeting.</p>
3.	<p>Family Liaison - July's Family Liaison Meeting and update on Communications GIP/Paper 10.1</p>	<p>The Panel is now in contact with 33 families. This is three times the number of families who were initially engaged with the Panel at its announcement in July 2014. Half of the families in contact with the Panel intend to come to the July Family Liaison Meeting.</p> <p>Margaret Aspinall, the Chair of the Hillsborough Family Support Group will attend the Family Liaison Meeting. She will speak to the families and the Panel. The Panel will then withdraw to allow families speak to Margaret Aspinall in private.</p> <p>The Communication Plan has been refined to maximise the impact of the Gosport Independent Panel's planned media activity. A press impact day is scheduled for 30 July. A press release will be sent to local newspapers, TV and radio stations on 27 July, but embargoed until 30 July. Adverts will appear in the agreed newspapers on 30 July. Interviews with the Bishop will be pre-recorded for use on 30 July.</p> <p>Phase two of the Communication Plan involves other organisations placing editorials or adverts in community outreach leaflets/newsletters. Gosport Independent Panel adverts will be placed in the Gosport Council Newsletter, Citizens Advice Bureau</p>	<p>b) JJ to leave the word "historic" in the Gosport advert.</p> <p>c) Panel members to note any new questions/narratives which arise from discussion with families at the July Family Liaison meeting and send these to CG and JJ.</p>

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		<p>and GP Surgeries. It was agreed the word "historic" should remain in the advert because the cases are "historic" cases. However, it important to recognise that the families concerns are "current".</p> <p>The Communication Plan aims to ensure that the Panel has done all in its power to ensure that as many families as possible are made aware of the Panel's existence and come forward where they have concerns about the historic care and treatment of their relatives at Gosport War Memorial Hospital.</p> <p>The Panel recognises that families will exercise their autonomy on whether or not to come forward and some families affected by the events at Gosport will <u>not</u> come forward even when they are aware of the Panel's existence.</p>	
4.	<p>Research, Analysis and Investigation - Progress Report GIP/Paper 10.2</p>	<p>The Research, Analysis and Investigation Workstream will now be referred to as the Review Workstream. The Workstream retains its original Analysis and Investigation remit.</p> <p>Three pilot pieces of work agreed at the April Panel are now in progress:</p> <ol style="list-style-type: none"> 1. Analysis of death certification 2. Retrieval of key documents from Hampshire Police 3. Scoping the criteria for inclusion of individual cases <p>1. <u>Analysis of death certification</u></p> <p>This has involved research on death certification procedures. Meetings have been held with a Coroner - who has no connections to Gosport War Memorial Hospital - and the DH's Death Certification Reform Team to understand the process of death certification and registration. Publications and other material on death certification have also been researched.</p> <p>Early findings establish best practice around the medical certification of death. A certificate should be completed even when the death is referred to the Coroner and in</p>	<p>d) SW to create a process diagram on death certification for the Panel's consideration.</p> <p>e) SW and DS to</p>

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	<p>such circumstances it should include the whole sequence of illness. Also, it is best practice to amend the death certificate after the Coroner's findings.</p> <p>The Royal College of Nursing (RCN) has previously issued guidance on the specific protocols Nurses should follow when confirming the death of a patient who received palliative care.</p> <p>The Panel discussed the circumstances that would have triggered the transfer of patients from the Royal Hospital in Haslar to Gosport. The rationale could be found in the "transfer letter". The letter needs to be considered holistically with the contemporary practice at the time, a sense of the Patient's Care Pathway and the multidisciplinary care the patient was receiving which would be evidenced in the patient's medical, nursing, therapy and drugs' records.</p> <p>2. <u>Retrieval of key documents from Hampshire Police - Operation Rochester</u></p> <p>The Review team have indexed the documents in sixteen boxes which will be collected from Hants Police in July. At this stage the estimate is there are approximately 60,000 pieces of paper with further material available electronically.</p> <p>3. <u>Scoping the criteria for inclusion of individual cases</u></p> <p>The development of the Comparative Analysis Document (CAD) is ongoing. The CAD is being designed to include significant individuals other than patients. Work has begun on the cataloguing and digitisation of documents. Relativity training and configuration is continuing. There is confidence that Relativity will meet the Panel's requirements.</p>	<p>explore whether the Royal College of Nursing issued guidance on verification of death to include it as part of the research on death certification and registration.</p> <p>f) Code A to organise a workshop in September to sign off the CAD.</p>
5.	<p>Access Workstream - Progress report GIP/Paper 10.3</p>	<p>g) The Review team to discuss options on prioritisation with CG and engage Panel members with medical legal expertise in the</p>

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		<p>organisations are circumspect about releasing documents and the Panel has provided assurance to allay concerns.</p> <p>Prioritising documents to analyse is critical given the significant amount of material from high volume organisations, for example, the DH, and the General Register Office (death certificates).</p> <p>The Panel will determine the criteria which will be used to prioritise the documents for analysis whether themes, individuals, timeframes or comparative analysis of material. The work on prioritisation will involve Panel members with medical expertise.</p> <p>Major stakeholders have been helpful in accessing the information they hold. Further work will be focused on missing information and helping organisations find relevant material.</p>	<p>process – by September. The options will be presented to the Panel at the October’s Panel meeting.</p> <p>h) CG to update families at the Family Liaison meeting in July on the Panel’s progress in engaging Stakeholders.</p>
6.	<p>A review of Charlotte Williamson’s book- “Towards the Emancipation of Patients” GIP/Paper 10.4</p>	<p>Towards the “Emancipation of Patients” explores the power relationship between the patients and Professionals in the medical field. The book looks through the prism of people who have suffered an injustice and challenged the status quo. The book reinforces the importance of sensitively engaging with families and provokes consideration of how to empower families.</p> <p>The Panel’s engagement with families must sway the perceived balance of power in favour of the families. Maintaining the human element of the Panel process is crucial for families. The Panel will always listen to families without disclosing any information as agreed in the Panel’s Terms of Reference. The Panel and secretariat will maintain transparency and be receptive to any challenges about the Panel’s work.</p>	
7	<p>Highlight Report and High Level Plan GIP/Paper 10.5</p>	<p>The Gosport Independent Panel website has been updated to reflect the appointment of the new Panel member. The Secretariat Team will be moving to the</p>	

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		7 th floor in Wellington House in early August.	
8	Forward Look GIP/Paper 10.6	<p>A paper on the ingredients for a successful CPS prosecution and on Nursing practices will be presented to the panel meetings in September and October respectively.</p> <p>The dates of Panel meetings in 2016 have been circulated to members of the Panel and the Secretariat.</p>	i) TO to commission KB and DS to prepare papers for the September and October Panel meetings.
9	AOB	The meeting ended at 12.50 pm.	

Code A

✓ 15/9/15