

## LCHII Panel Meeting 6 October 2020

Present:

Bill Kirkup (Chair)

Julian Brookes

Christine Gifford

Brenda King

Mary Piper

Members of the Secretariat

Apologies: Karen Clancy

1. The Secretariat will provide the Panel with the list of organisations it has shared the Investigation's Terms of Reference with.
2. The Secretariat will provide the Panel with the list of evidence it will ask Mersey Care NHS FT, as the majority successor organisation to LCH NHS Trust, to supply to the Investigation.
3. The Secretariat will share with the Panel the provisional list of search terms\metadata for the Investigation's permanent Electronic Documents and Records Management System (EDRMS). Panel colleagues are asked to suggest additional metadata.
4. Until the permanent EDRMS is in place a temporary system is being used. The Secretariat will issue invitations to join the Investigation's temporary EDRMS, share guidance and arrange a training session as required.
5. Any contracts that are outstanding should be submitted to the Secretariat.
6. Potential interviewees were discussed. The Secretariat will develop proposals for undertaking covid-19 safe interviews and share them with the Panel.
7. The Secretariat will develop proposals for the Panel to work in sub-groups.
8. Through the sub-groups the Panel will develop further the "questions to ask to address the Terms of Reference" and work with the Secretariat to establish evidence requirements.

Date of next Panel meeting: 1 December 2020.