

**Policy Forum Minutes**  
**21st March 2025, 11.30am**  
**Online**

**Attendees:** Celine McLoughlin, **GRO-D**, **GRO-D**, Alix Crabtree, **GRO-D**  
**GRO-D** **GRO-D** **GRO-D** **GRO-D**

**Item 1: Terms of reference**

1. The group accepted the Terms of Reference
2. There was some discussion on the appropriateness of having subject-matter experts such as IBIRT and UCs in the group. It was suggested that having them there on an advisory basis with no vote/decision making powers may be appropriate and CM took an action to confirm this.

**Item 2: Dating principles paper**

**GRO-D** ran through the details of the paper. The group agreed to ratify the paper, subject to two pieces of further work:

- Policy forum would recommend that ExCo approve the removal of diagnosis years from Hepatitis claim declaration forms, as its inclusion is unnecessary, distracting and slowing down some claims;
- **GRO-D** would produce a paper on HIV infection dating to go to ExCo. This would be based on the contents of the dating principles paper, [REDACTED]

**Item 3: Personal representatives (aka proxies)**

**GRO-D** walked the group through his paper. The group raised no significant concerns but requested that ExCo had input.

- Policy Forum would recommend that ExCo approve the proposed informal representative process, whilst acknowledging there is continued work needed to understand the relationship with legal support and safeguarding.
- **GRO-D** would prepare a focused ExCo paper on the following specific issues to ensure ExCO have visibility and can query if required:
  - Requiring an additional witness to the informal representative process, but allowing greater choice of who that witness is, is a suitable mitigation for fraud without placing too great a burden on the person making the claim.
  - That the proposed informal representation process should only be open to personal relationships i.e. family and friends, not professional advisors/organisations
  - Ongoing discussion as to the relationship between representatives and legal support, should not prevent the use of this process for claims as soon as possible.