

Notes of the Project Board Meeting Held on 27 July 2006.

Present:

Gerard Hetherington
Ailsa Wight
William Connon
Linda Page

1. The Board approved the Project Initiation Document (PID).
2. Progress Report.

Wellington House documents. The inventory of files at Wellington House was progressing well with documents in 21 of the 47 files inventoried. A further eight files had been located in Wellington House and will be included in the inventory. 300 documents have been identified as missing from this series of files; 100 from 1973 – 1975 (1100 – 1199), 200 from 1985 (3600 – 3699 and 3900 – 3999). Seven of these documents are in the files returned to SOL.

Documents returned to SOL. Independent Counsel has reviewed the documents returned by Solicitors to SOL. This activity was identified as a priority. The review and photocopies of the documents have been received, the originals remain with SOL. Further photocopies of these documents have been made. These will now be redacted in preparation for release under FOIA. There are 600 documents and experience indicates that this will take longer than initially planned. The project plan will be revised to reflect completion of this task by the end of September.

Self Sufficiency References. All unpublished references have been located reviewed and redacted for release under FOIA. This activity was identified as a priority. Approval has been received from the Perm.Sec. to release these documents; they relate to a previous administration. Release by the planned date of 23 August is expected.

Files at Nelson. A search of files at Nelson has identified 84 files of potential interest. A visit to assess the relevance of these files will take place within the next two weeks.

Scottish Documents. The files released by Scotland will be checked for any DH documents that might fall in the 'missing' category. This is planned to start in early August. It was confirmed that actions in relation to documents held in Scotland is limited to these released documents. A visit to Scottish Executive has been arranged to discuss experience gained during their review and responses received to the release of documents. An assessment will be made on the feasibility of searching for any DH documents held by the Scottish Executive. Should this be feasible it will be out of scope of this project.

3. Next Steps.

Review of Documentation Related to the Safety of Blood Products: 1970 – 1985.

Hugh Nicholas to be briefed on the quality assurance role. Andrew Whitcombe and Gerry Robb to be briefed on Andrew's role in reviewing documents.

4. Actions Arising.
 - a) The project plan will be revised to reflect the increase in time required to prepare the documents returned by Solicitors for release under FOIA.
 - b) A report on progress will be circulated to Board members fortnightly.
 - c) The next meeting will be arranged for early August.

Linda Page
Project Manager
27 July 2006.