

Message

From: [redacted] NR [/O=NIGOV/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E54B87DDCAAF4348B83013E25EBBE8F3; [redacted] NR 152]
Sent: 03/08/2023 13:53:52
To: Hannon, Maria [maria.hannon@executiveoffice-ni.gov.uk]; Gillan, Caroline [caroline.gillan@executiveoffice-ni.gov.uk]; Jackson, Neill (TEO) [neill.jackson@executiveoffice-ni.gov.uk]
CC: TEO Covid Inquiry [covid.inquiry@executiveoffice-ni.gov.uk]; Holmes, Jane [jane.holmes@executiveoffice-ni.gov.uk]; Kennedy, Michael (TEO) [michael.kennedy@executiveoffice-ni.gov.uk]; [redacted] NR @executiveoffice-ni.gov.uk
Subject: RE: UK Covid Inquiry - Module 2C - Rule 9 - Handwritten notes of executive meetings - Request for comments by 10 August 2023
Attachments: Executive minutes, Handwritten notes, 2 July 2020.pdf

Hi Maria

Thanks for the below.

After a thorough search, we have been able to locate handwritten notes for the meeting of 2 July 2020 (attached). Handwritten notes for the other three dates (3 February 2020 at which the emergence of Covid was noted under Any Other Business; 6 August 2020; and 13 August 2020) are not available.

There is no requirement for the retention or filing of manuscript notes of Executive meetings after the formal agreement to the minutes. These record the following for each agenda item: the recommendations agreed by the Executive; details of any vote taken on those recommendations; the position of individual Ministers on those recommendations or on any other issue where they formally request that this be recorded; and any other agreed conclusions or action points.

The existence of manuscript notes is attributable solely to the decision of the customary minute taker to retain these in hard copy format. It would appear that, in relation to those meetings for which no manuscript records have been identified, that that person may have been absent through leave or other arrangements on those dates, and the minute taker for those meetings either did not make handwritten notes, or if handwritten notes were taken, did not retain them.

The notes in question have therefore not been misfiled, and every extant handwritten note of an Executive meeting taken by the usual minute taker has now been provided.

Thanks

[redacted] NR

| Executive Secretariat | Executive & Central Advisory Division | TEO | Stormont Castle | Stormont Estate | Belfast BT4 3TT

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From: [redacted] NR @executiveoffice-ni.gov.uk
Sent: Tuesday, August 1, 2023 4:28 PM
To: Gillan, Caroline <Caroline.Gillan@executiveoffice-ni.gov.uk>; Jackson, Neill (TEO) <Neill.Jackson@executiveoffice-ni.gov.uk>; [redacted] NR @executiveoffice-ni.gov.uk
Cc: TEO Covid Inquiry <covid.inquiry@executiveoffice-ni.gov.uk>; Holmes, Jane <Jane.Holmes@executiveoffice-ni.gov.uk>; Kennedy, Michael (TEO) <Michael.Kennedy@executiveoffice-ni.gov.uk>; [redacted] NR

NR

@executiveoffice-ni.gov.uk>

Subject: UK Covid Inquiry - Module 2C - Rule 9 - Handwritten notes of executive meetings - Request for comments by 10 August 2023

Dear Caroline and Neill

We received a further Rule 9 Request from the UK Covid Inquiry regarding aspects of Teo Disclosure of information and documents. Part of the correspondence dated 31 July 2023, covers Handwritten Notes of Executive Meetings.

For ease I have lifted the section from the correspondence below

Handwritten notes of executive meetings

We refer to the email sent by NR (Head of Branch - Covid Strategy, Recovery and Inquiry) on 7 July 2023 in response to the Inquiry's request for handwritten notes of Executive meetings pursuant to the Rule 9 Request. In that response, we note that TEO has indicated that the following handwritten Executive meeting notes are not held by TEO:

- A. 3 February 2020 [typed minutes disclosed at INQ000048442];
- B. 2 July 2020 [typed minutes disclosed at INQ000048479];
- C. 6 August 2020 [typed minutes disclosed at INQ000048484]; and
- D. 13 August 2020 [typed minutes disclosed at INQ000048485].

These handwritten notes cover a period of significant interest to the Inquiry, and it is plainly of concern if these are in fact missing. To that end:

- 11. Please confirm that these handwritten records are
 - a. Missing; and
 - b. That there are no copies of them?
- 12. Please explain where these records ought to be stored?
- 13. Please explain the process by which such records are stored and how it is possible to remove them from storage?
- 14. Can you explain what is known about the circumstances in which they have gone missing? Has there been an investigation into this?

Can you consider the questions and provide input that we can share with DSO so that a full response can be prepared. If you find it beneficial we can set up a virtual meeting to discuss. Please note we do need comments back by 10 August to meet the deadline set by the UK Covid Inquiry Team.

Regards

NR

| Head of Branch - Covid Strategy, Recovery and Inquiry

Contact: ✉ NR @executiveoffice-ni.gov.uk | 📞 Tel: I&S

