

Review of meeting note

Document under review - CM Reference EO1/23/0093817 Inquiry – Compliance and Assurance Group – Draft Meeting Note – 11 May 2023

Current version is number 13 (12 previous versions – see **Appendix 1**)

A full review of the metadata and contents of the documents (revisions) was undertaken and the following is a summary of changes (see **Appendix 2** for further details) -

- Revision 1 & 2 were created the day before and appear to be template for meeting
- Revision 3 appears to be created during the meeting
- Revision 4 appears to be created during/ immediately after meeting
- Revision 5 appears to be tidying up/ formatting the note
- Revision 6 appears to be accuracy check on attendees and formatting
- Revision 7 a couple of words deleted
- Revision 8, 9, 10 & 11 no changes made
- Revision 12 – changed 4 days (2 working days) later – removed the detail in relation to the issue of the Ministers phones
- Revision 13 – One format change. This is the final agreed version.

The only significant relevant change to the note of the meeting was between revision 11 dated 11th May 2023 and revision 12 dated 15th May 2023 in which the reference to the mobile phones was changed from

‘Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.’

To

‘The meeting noted the position of TEO Former Ministers and SpAD phones.’

Whilst it can be determined that the position of the phones was discussed the change in wording is likely be to a presentational issue.

It can also be confirmed that all revisions but one (revision 12) were created by the note taker, Hannah Murphy. Revision 12 was changed by the note takers Grade 7 (line management chain) who also attended the meeting. It would be normal practice for meeting notes to be reviewed prior to issue by a more senior official in attendance. It is noted that the final version was created by the notetaker inferring that they accepted the change of wording as alluded to above.

Attendees

The following attendees were contacted as requested and confirmed their attendance including provided any handwritten notes or their recollections.

- Chris McNabb – confirmed he attendance and provided his recollection of the meeting (see **Appendix 3**). It was noted that in early working drafts as the meeting was taking place Chris was in the apologies section. Given Chris has confirmed his attendance and is listed in the final agreed version, a possible rationale could be that

Chris arrived late to the meeting hence his attendance being recorded as an apology temporarily.

- [NR] – confirmed her attendance and provided her had written meeting notes (see **Appendix 4**)
- Emer Morelli – confirmed her attendance and provided documentation from her actions following the meeting and her recollection (see **Appendix 5**)

From the versions 3 & 4 which were created at the time of the meeting appear to infer that the following attendees were in attendance and based on the discussion at the meeting on the 9th January 2023;

- Jane Holmes
- [NR]
- [NR] (as note taker)
- [NR]

Permanent Secretary Notification

I also confirmed that the then TEO PS was advised on the issue of mobile phones albeit he cannot be specific on date (see **Appendix 6**).

Appendix 1

Content Manager Desktop - Revisions - record:EO1/23/0093817 - 12 revisions

HOME SEARCH VIEW MANAGE

New Explorer Dashboard Properties Copy Record Mail View Rights View Edit Check In Check Out Print XML Export Web Publish Print Report Statistical Print Merge

Shortcuts Favorites Records Workflows Locations Classifications Schedules Thesaurus Terms

Search for Search by Matching criteria

Records Record Number F11/24/19723

Revisions - record:EO1/23/0093817

Record	Revision Num...	Source	Checked In On
EO1/23/00...	12	C:\Users\1283020\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	15/05/2023 at 10:06
EO1/23/00...	11	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance ...	11/05/2023 at 15:33
EO1/23/00...	10	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance ...	11/05/2023 at 15:33
EO1/23/00...	9	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance ...	11/05/2023 at 13:41
EO1/23/00...	8	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	11/05/2023 at 11:35
EO1/23/00...	7	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	11/05/2023 at 11:35
EO1/23/00...	6	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	11/05/2023 at 11:30
EO1/23/00...	5	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	11/05/2023 at 11:26
EO1/23/00...	4	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	11/05/2023 at 11:14
EO1/23/00...	3	C:\Users\2336911\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Gro...	11/05/2023 at 10:32
EO1/23/00...	2	C:\Users\2336911\AppData\Roaming\Micro Focus\Content Manager\RN\OfficeCheckouts\Inquiry - Compliance and Assurance group - Draft Meeting Note - 11 May 2...	10/05/2023 at 13:36
EO1/23/00...	1	C:\Users\2336911\AppData\Roaming\Micro Focus\Content Manager\RN\OfficeCheckouts\Inquiry - Compliance and Assurance group - Draft Meeting Note - 11 May 2...	10/05/2023 at 13:29

Record: EO1/23/0093817
Extension: docx
Source: C:\Users\1283020\RECORDS-NL7.1.2\Offline Records (RN)\NICS - Support - Supporting TEO Ministers - UK Covid 19 Inquiry\Inquiry - Compliance and Assurance Group - Draft Meeting Note - 11 May 2023.DOCX
Checked in On: 15 May 2023 at 10:06
Size: 44.047

Properties Preview

McCavigan, Tracey | Records NI | workgroup2.nigov.net

ENG UK 17:13 16/01/2024

Detailed content of the revisions

Version Number	Checked in by	Date and time checked in	Attendees listed	Mobile devices reference	Main change to document
1	NR	10/05/2023 13:29	Karen Pearson Jane Holmes NR NR Chris McNabb NR Jayne Byrne Emer Morelli NR	n/a	This appears to be a blank template document.
2	NR	10/05/2023 13:36	<i>Karen Pearson</i> <i>Jane Holmes</i> NR NR <i>Chris McNabb</i> NR <i>Jayne Byrne</i> <i>Emer Morelli</i> NR Apologies NR ?	n/a	This appears to be a template document – with an apology added but highlighted with ??

3	NR	11/05/2023 10:32	<p><i>Karen Pearson</i></p> <p><i>Jane Holmes</i></p> <p>NR</p> <p>NR</p> <p><i>Jayne Byrne</i></p> <p><i>Emer Morelli</i></p> <p>NR</p> <p>NR</p> <p>Apologies</p> <p>NR</p> <p><i>Chris McNabb</i></p>	<p>Section 3 notes</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.</p> <p>The NICS position in relation the use of WhatsApp is being investigated.</p>	This appears to be the first version of the minutes up to section 5 completed.
4	NR	11/05/2023 11:14	<p><i>Jane Holmes</i></p> <p>NR</p> <p>NR</p> <p><i>Emer Morelli</i></p> <p>NR</p> <p>NR</p> <p>Apologies</p> <p>NR</p> <p><i>Chris McNabb</i></p>	<p>Section 3</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.</p> <p>The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8. Legal Update</p> <p>Inquiry has now issued their first Section 21; these issues will likely end up in the public domain. If this is about WhatsApp messages, then NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	Action points added and remaining sections completed.

5	NR	11/05/2023 11:26	Jane Holmes NR NR Emer Morelli NR NR Apologies NR Chris McNabb	<p>Section 3</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.</p> <p>The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8.Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. The NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	<p>Section 8 rewording / deletions</p> <p>Other changes appears to be general rewording/ formatting changes</p>
6	NR	11/05/2023 11:30	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	<p>Section 3</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.</p> <p>The NICS position in relation the use of WhatsApp is currently being investigated.</p>	<p>The NICS position line Was adjoined to previous para.</p> <p>Chris McNabb moved from apologies to attendee</p>

				8. Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. The NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	
7	NR	11/05/2023 11:35	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue. The NICS position in relation the use of WhatsApp is currently being investigated. 8. Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	The following has been deleted – <i>so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.</i> Also the word Whatsapp removed from the line in relation section 21 'The' was removed

8	NR	11/05/2023 11:35	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	<p>Section 3</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.</p> <p>.....The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8.Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	No changes noted
9	NR	11/05/2023 13:41	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	<p>Section 3</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.</p> <p>..... The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8.Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware</p>	No changes noted.

				of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	
10	NR	11/05/2023 15:33	Jane Holmes NR NR Emer Morelli NR Chris McNabb Apologies NR	<p>Section 3</p> <p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.</p> <p>.....The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8. Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	No changes noted.
11	NR	11/05/2023 15:33	Jane Holmes NR NR Emer Morelli NR Chris McNabb Apologies	<p>Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.</p> <p>..... The NICS position in relation the use of WhatsApp is currently being investigated.</p>	No changes noted.

			NR	<p>8. Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this notice. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	
12	NR	15/05/2023 10:06	<p>Jane Holmes</p> <p>NR</p> <p>NR</p> <p>NR</p> <p>Emer Morelli</p> <p>NR</p> <p>Chris McNabb</p> <p>Apologies</p> <p>NR</p>	<p>Section 3</p> <p>The meeting noted the position of TEO Former Ministers and SpAD phones.</p> <p>..... The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8. Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this notice. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	<p>Section 3 – reworded from Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.</p> <p>To</p> <p>The meeting noted the position of TEO Former Ministers and SpAD phones.</p> <p>Other changes section 2 – detail on action points removed & some formatting across the document.</p>

13	NR	15/05/2023 at 10:13:46	Jane Holmes	<p>Section 3</p> <p>The meeting noted the position of TEO Former Ministers and SpAD phones.</p> <p>....The NICS position in relation the use of WhatsApp is currently being investigated.</p> <p>8.Legal Update</p> <p>Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this notice. Joan noted that the importance of discoverable documents has been re-enforced with Departments.</p>	One format change of a page break
			NR		
			NR		
			NR		
			Emer Morelli		
			NR		
			Chris McNabb		
			Apologies		
			NR		

Appendix 3



Meeting of May 11_
2023.msg

Appendix 4

Compliance & Assurance Coun

11 May 23

- no update on singleness of costs for participation in Inquiry (module 1 only)
- Out of hours support - to be confirmed what approach Doh will be for this
- General benchmarking in other Nations (Scotland/Wales)
- Section 21 → Whatsapp to be included
- Some members want for paid expenses but Doh will cover Robin Swann - including remote attendance

- only court participants will be paid.

- potential for judicial review

o (Draft note for Jayne re support mechanisms (Anthony) ACTION)

o hate submission of disclosure documents and need to pull together = lessons learned and has caused huge volume of work

→ This has contradicted auditors

Appendix 5



FW_ Covid Inquiry -
Query.msg



RE_ Covid Inquiry -
Query.msg

Appendix 6



PSDFI 003 2024 -
Covid-19 Inquiry Mir