

## **Inquiry Procedures**

### **1. Establishment and Format of the Inquiry**

The Inquiry will conduct its own investigations to enable it to answer to the fullest extent possible the questions raised by the then Secretary of State for Trade and Industry, Mr Alistair Darling, in the Inquiry's Terms of Reference (attached). The Secretary of State determined that the Inquiry should be confidential and its process inquisitorial.

Wherever possible the Inquiry will obtain consent from individuals and permission from organisations to access documents relevant to the Inquiry. The Secretary of State has requested and received guarantees from key nuclear industry stakeholders that the Inquiry would receive their full co-operation. Where the Inquiry does not receive co-operation further powers will be sought from the Secretary of State as appropriate. Where informed consent from individuals is not possible, authority to access records is contained in a formal notification of the Patient Information Advisory Group dated 12 September 2007 under the provisions of Section 60 of the Health and Social Care Act 2001.

The Inquiry's sponsor department is the Department of Business, Enterprise and Regulatory Reform.

The Inquiry will write a written report of its conclusions and recommendations for the Secretary of State.

### **2. List of Issues**

The Inquiry will publish a draft List of Issues arising from its initial investigations into the issues raised by the Terms of Reference. The Inquiry will invite constructive comments on this document within 14 days of publication. The Inquiry will then publish its List of Issues. If significant new information is received the Inquiry will publish an amended List of Issues if necessary.

### **3. Preliminary Conferences**

The Inquiry will hold Preliminary Conferences with the main stakeholder organisations. Part 1 of the Preliminary Conferences will consist of a single meeting attended by the main stakeholders at which the Chairman of the Inquiry will give an opening statement on documents gathered and required and will invite questions. Part 2 of the Preliminary Conferences will consist of a series of meetings with each main stakeholder individually at which the stakeholder will provide a position statement on the documents in their possession and the relevance of those documents to the Terms of Reference. The Part 2 Preliminary Conferences will take place approximately 21 days after the Part 1 Preliminary Conference.

#### **4. Families**

The Inquiry wishes to receive evidence from the families of those who may have been subject to the removal of tissue linked to the nuclear industry. Those who believe that they may be affected will be assisted in providing evidence for the Inquiry and are asked to contact the Inquiry. The Inquiry is keen for families to form a support group to act as a single point of contact. The Inquiry will assist by meeting necessary costs including administration, printing, stationery, Information Technology and telephones.

The sponsor department, the Department of Business, Enterprise and Regulatory Reform will consider applications for funding of legal support for a group of families. Such applications should be made to the Chairman at or within 21 days of the Preliminary Conference.

#### **5. Documents**

The Inquiry will request and review documents relevant to the Terms of Reference. Where any organisation or individual possesses documentation likely to be relevant to the Terms of Reference and the forthcoming List of Issues they should identify these to the Inquiry. Copies will be kept of all relevant documents and the originals will be returned to their source. Where organisations possess significant numbers of documents arrangements will be made for the Inquiry to review and copy documents on site and those organisations will be asked to provide appropriate facilities to facilitate this. When the review of documents identifies further documents likely to be of relevance those will be requested from the relevant organisations. If organisations believe that they have relevant documents (either identified by the Inquiry or identified by the organisation) but are unwilling to disclose them to the Inquiry they should identify the reasons for this in writing.

#### **6. Witness statements**

The Inquiry will identify individuals from whom it wishes to obtain witness statements. Those individuals will receive a written request to attend the Inquiry office (or by arrangement, another mutually convenient location) for a witness statement to be taken by a member of the Inquiry team. The written request will include a copy of the List of Issues and will identify the areas on the List of Issues on which the Inquiry wishes the witness to give evidence. Following the interview the Inquiry will send a draft witness statement to the witness for approval or amendment. There is no requirement for a witness to have legal assistance but a witness may be accompanied by a legal representative if desired.

#### **7. Notices of potential criticism (the 'Salmon process')**

If, after witness statements have been gathered, it appears that an individual or organisation may be the subject of criticism in the final report the Inquiry team will write to that individual or organisation notifying them of the nature of the criticism being considered and the basis for that criticism.

## **8. Hearings**

The Inquiry will ask all witnesses who receive Notices of Potential Criticism and any other witnesses it sees fit to give oral evidence to the Inquiry. At such hearings, questions will be asked on behalf of the Inquiry by Counsel to the Inquiry and / or the Solicitor to the Inquiry. Evidence will be recorded and will be heard in private. All potential criticisms will be put to the witness in the course of questioning.

There is no requirement for a witness to have legal assistance but a witness may be accompanied by a legal representative if desired. The Inquiry will recall witnesses or give the opportunity for further written submissions if new potential criticisms arise from the evidence of later witnesses.

## **9. Seminars**

The Inquiry will determine once further evidence has been gathered whether holding seminars would assist in meeting its Terms of Reference, with particular reference to the requirement for recommendations for the future.

## **10. Final Report**

The report will be provided to the Secretary of State who will decide whether it should be published.

## **11. Confidentiality**

The Inquiry is a confidential process. The Inquiry's work inevitably means that some confidential information concerning individuals will be discussed with individuals or organisations giving evidence to the Inquiry. Where appropriate the Inquiry will require such organisations to sign confidentiality undertakings prior to providing a witness statement or giving oral evidence. Identifiable personal and confidential information will not be made public either during the Inquiry process, during publication of the report or thereafter unless it is with the consent of the individual concerned. The Inquiry is registered under the Data Protection Act 1988. The Inquiry's storage facilities comply with the relevant ISO/BS7799 standards.

## **12. Contacting the Inquiry**

The Inquiry can be contacted in the following ways:

By post:                   The Redfern Inquiry into Human Tissue Analysis in UK Nuclear  
                                  Facilities  
                                  7<sup>th</sup> Floor  
                                  1 Byrom Place  
                                  Manchester  
                                  M3 3HG

By email:                   contact@theredferminquiry.co.uk

By telephone: 0161 837 1554

By fax: 0161 837 1569

The Inquiry will also have a website which is due to go live shortly. The address is: [www.theredferninquiry.co.uk](http://www.theredferninquiry.co.uk)