

MINUTE OF THE OF PLENARY MEETING OF THE SENTENCE REVIEW COMMISSIONERS HELD ON 26 MARCH 2013

<i>Present:</i>	Ms Clodach McGrory	Chairman
	Dr Adrian Grounds	Commissioner
	Dr Duncan Morrow	Commissioner
	Prof John Jackson	Commissioner
	Mrs Moya Cushley	Sec to the Commissioners
	Mrs Kerry McIlwaine	Deputy Secretary
	Mr Mark Murtagh	Case Manager

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Dr Grounds asked attendees to join him in congratulating Ms McGrory in her new role as Chairperson of SRC.
2. The note and minute of the previous meeting were discussed and agreed subject to amendments.
3. The action points from the previous meeting were discussed and updates were given on the current position. It was agreed that that all future Substantive Determinations should be shared with all Sentence Review Commissioners.
4. The content for the SRC Annual Report was discussed and Commissioners were advised that the report would be published in July.
5. The Appraisal system to be employed as part of the Commissioners' terms and conditions of appointment was discussed and appraisal dates agreed.
6. The Secretary to the Commissioners advised that a tendering competition would soon be initiated to appoint a new media advisor to the Commissioners.
7. The importance of Information Security was discussed and additional training agreed.
8. It was agreed that the current Legal Aid policy administered by the SRC Secretariat needed to be revised and updated.
9. The current position on each active case currently before the Commissioners was discussed.
10. Dates for future plenary meetings were agreed as:
 - 14 June 2013
 - 20 September 2013
 - 13 December 2013

26 March 2013

**MINUTE OF THE OF PLENARY MEETING OF THE SENTENCE REVIEW
COMMISSIONERS HELD ON 18 JULY 2013**

<i>Present:</i>	Ms Clodach McGrory	Chairman
	Dr Adrian Grounds	Commissioner
	Prof John Jackson	Commissioner
	Dr Duncan Morrow	Commissioner
	Mrs Moya Cushley	Sec to the Commissioners
	Mrs Kerry McIlwaine	Deputy Secretary
	Mr Mark Murtagh	Secretariat
	Mrs Karen Weir	Minute Taker

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance.
2. The note and minute of the previous meeting were discussed and agreed subject to minor amendments.
3. The action points from the previous meeting were discussed and updates were given on the current position. It was decided that a Memorandum of Understanding should be drawn up between SRC and the Northern Ireland Office.
4. The Chairman provided an update on her recent meeting with the sponsoring Department where she had discussed the recruitment of additional Commissioners.
5. It was decided that the policy on Damaging Information should be revised and should be discussed again at the next Plenary meeting.
6. The current position on each active case currently before the Commissioners was discussed.
7. The next Plenary meeting will be held on 17 September 2013.

18 July 2014

**MINUTE OF THE OF PLENARY MEETING OF THE SENTENCE REVIEW
COMMISSIONERS HELD ON 17 SEPTEMBER 2013**

<i>Present:</i>	Ms Clodach McGrory	Chairman
	Dr Adrian Grounds	Commissioner
	Dr Duncan Morrow	Commissioner
	Mrs Moya Cushley	Sec to the Commissioners
	Mrs Kerry McIlwaine	Deputy Secretary
	Mrs Karen Weir	Minute Taker
<i>Apologies:</i>	Prof John Jackson	Commissioner
	Mr Mark Murtagh	Secretariat

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Apologies were received from Prof John Jackson and Mr Mark Murtagh.
2. The note and minute of the previous meeting were discussed and agreed subject to one minor amendment.
3. The action points from the previous meeting were discussed and updates were given on the current position. Ms McGrory advised that she had sought legal advice on whether or not passage of time should constitute a change of circumstances and agreed to share the legal guidance at the next Plenary meeting.
4. The Commissioners discussed the calculation of the release date as documented on the Substantive Determination (SD) letter and the Chairman agreed to reword the SD template letter.
5. Ms McGrory provided an update on the SRC Legal Aid Review. She stressed the importance of ensuring the legal aid process is fair and aligned with the scheme employed by NIO.
6. The current position on each active case currently before the Commissioners was discussed.
7. The next Plenary meeting will be held on 13 December 2013.

17 September 2013

**MINUTE OF THE OF PLENARY MEETING OF THE SENTENCE REVIEW
COMMISSIONERS HELD ON 13 DECEMBER 2013**

<i>Present:</i>	Ms Clodach McGrory	Chairman
	Dr Adrian Grounds	Commissioner
	Prof John Jackson	Commissioner
	Mrs Kerry McIlwaine	Deputy Secretary
	Mr Mark Murtagh	Minute Taker
<i>Apologies:</i>	Dr Duncan Morrow	Commissioner
	Mrs Moya Cushley	Secretary to the Commissioners
	Mrs Karen Weir	Secretariat

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Apologies were received from Dr Duncan Morrow, Mrs Moya Cushley and Mrs Karen Weir.
2. The note and minute of the previous meeting were discussed and agreed with no amendments.
3. Ms McGrory advised that a meeting had been scheduled for January with the Director General of the NIO and she agreed to provide a draft briefing paper to Commissioners in advance of the meeting.
4. Ms McGrory spoke to a draft interim procedure document on SRC Legal Aid and asked Commissioners to provide her with comments on the draft paper.
5. The Commissioners discussed and endorsed a draft policy on the privacy of hearings.
6. The current position on each active case currently before the Commissioners was discussed.

13 December 2013