

**MINUTE OF THE OF PLENARY MEETING OF THE SENTENCE REVIEW  
COMMISSIONERS HELD ON 11 April 2014**

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

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Apologies were received from Prof John Jackson and Mrs Karen Weir.
2. The note and minute of the previous meeting were discussed and agreed with no amendments.
3. Ms McGrory confirmed that she had met with the Director General of NIO. All Commissioners were in agreement that there should be an annual meeting between the Chairman of the SRC and the Director General of NIO.
4. Following on from the review of the SRC legal aid procedures Ms McGrory spoke to a new legal aid guidelines document to be used for administering legal aid within SRC.
5. The Commissioners discussed privacy of hearing and the Chairman referred to legal guidance that she had received. Ms McGrory agreed to revise the SRC Privacy Policy.
6. The Chairman emphasised the need to recruit additional Commissioners as soon as possible and it was agreed that this issue should be added to the agenda for the meeting with NIO.
6. The current position on each Sentence Review case was discussed.
7. Mrs Cushley reminded Commissioners of the importance of information assurance and the necessity to safeguard case files whilst in their possession.
8. The current position on each active case currently before the Commissioners was discussed.

11 April 2014

**MINUTE OF THE OF PLENARY MEETING OF THE SENTENCE  
REVIEW COMMISSIONERS HELD ON 16 JULY 2014**

<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
	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. There were no apologies.
2. The note and minute of the previous meeting were discussed and agreed with no amendments.
3. Ms McGrory advised that Sir Jonathon Stephens had recently been appointed as the Permanent Secretary of the NIO. Mrs Weir stated that she was currently in the process of arranging a meeting between him and Ms McGrory.
4. Mrs McIlwaine explained that a new media advisor for SRC had just been appointed.
5. The Commissioners discussed the recruitment of new Commissioners.
6. The current position on each active case currently before the Commissioners was discussed.
7. Mrs Cushley informed the Commissioners that she would be leaving her post on July 2014. All offered their best wishes and thanked Mrs Cushley for her hard work and support throughout the years.
8. The date for the next Plenary was agreed and will be held on 24 September 2014.

16 July 2014

**MINUTE OF THE PLENARY MEETING OF THE SENTENCE REVIEW  
COMMISSIONERS HELD ON 24 SEPTEMBER 2014**

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

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Apologies were received from Mr Mark Murtagh.
2. The note and minute of the previous meeting were discussed and agreed with one amendment to confirm that Dr Morrow had attended the meeting.
3. Ms McGrory confirmed that she had met with Sir Jonathan Stephens and that she was impressed by his knowledge of the work of the SRC. The format of the meeting was 'meet and greet'.
4. Ms McGrory confirmed that she would be drafting a guidance paper on confidentiality of proceedings to be considered by the Commissioners at the next plenary meeting.
5. A 'reskin' of the SRC website was discussed along with the cost implications and it was decided that it would best, in the current economic climate, to retain the current website.
6. It was decided that the Commissioners should hold a workshop on 18 December to discuss the draft Damaging Information procedural guidance.
7. The current position on each active case currently before the Commissioners was discussed.
8. The date for the next Plenary was agreed and will be held on 18 December 2014.

24 September 2014