SHORT NOTE OF THE PLENARY MEETING OF THE SENTENCE REVIEW COMMISSIONERS HELD ON 6th March 2024 VIA WEBEX

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| **Present:** | Ms Clodach McGrory | Chairman |
|  | Prof John Jackson | Commissioner |
|  | Dr Adrian Grounds | Commissioner |
|  | Dr Micaela Greenwood | Commissioner |
|  | Mrs Mairead Phillips | Secretary to the Commissioners |
|  | Mrs Kerry McIlwaine | Deputy/Sec to the Commissioners |
|  | Mrs Joanne Steele  Mr Chris Tang | Secretariat  Secretariat |
|  | Mrs Karen Weir | Minutes |
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| **Apologies:** | Mr Tim Thorne | Commissioner |

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Apologies were recorded.

2. The note and minute of the previous meeting were discussed and agreed.

3. The last training day, which focused on the role of the single Commissioner, was discussed and it was agreed that procedural guidance will be reviewed annually.

4. The position on the SRC caseload was discussed and case updates provided.

5. The Chairman’s Report provided an update on recent meetings and discussed the current complement of Commissioners.

6. The Secretariat report provided an updated on staffing within the Secretariat.

7. It was agreed that Commissioner appraisals will be completed in April 2024.