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

*Present:* 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