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

*Present:* 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

*Apologies:* Prof John Jackson Commissioner

Mr Mark MurtaghSecretariat

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