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

*Present:* 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

*Apologies:* Prof John Jackson Commissioner

 Mrs Karen WeirSecretariat

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.

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