**MINUTE OF THE PLENARY MEETING OF THE SENTENCE REVIEW COMMISSIONERS HELD ON 9 FEBRUARY 2015**

*Present:* Ms Clodach McGrory Chairman

Dr Adrian Grounds Commissioner

Prof John Jackson Commissioner

Mrs Kerry McIlwaine Secretary to the Commissioners Mrs Karen WeirSecretariat

Mr Mark Murtagh Minute Secretary

Apologies: Dr Duncan Morrow Commissioner

1. Ms McGrory welcomed everyone to the meeting and thanked them for their attendance. Apologies were received from Dr Duncan Morrow
2. The note and minute of the previous meeting were discussed and agreed with an amendment to item 5.
3. Mrs McIlwaine advised the SRC media advisors had underestimated the cost of ‘reskinning’ the SRC website. She agreed to contact the NIO to explore alternative options of updating the website.
4. Ms McGrory provided an update on the progress of the ongoing recruitment process. It is thought any new Commissioners will be appointed in around 6 weeks’ time.
5. Ms McGrory thanked the secretariat for compiling the bones of a new handbook for Commissioners in such a short period of time. Plans were put in place to finalise the handbook by the end of February.
6. Ms McIlwaine updated the Commissioners on the proposed move to new accommodation.
7. A number of draft policy documents were discussed and agreed.
8. Current and recently completed cases were discussed.
9. A date for the next SRC plenary will be agreed once the recruitment process is completed.

9 February 2015