

Plenary meeting of Parole Commissioners 9 December 2010

Present Commissioners:	Mr Peter Smith CBE QC Ms Christine Glenn Mr Jeremy Mills Judge Patrick Lynch Dr Shelagh Mary Rea Mr Stephen Leach Ms Mollie Weatheritt Mrs Alexandra Delimata Judge Derek Rodgers Mr Stephen Murphy CBE Mrs Anne Fenton Mrs Elaine Peel Dr Ruth Elliott Mr John Leckey Prof Andrew Sanders Prof Herb Wallace OBE Dr Damien McCullagh	Mrs Elsbeth Rea OBE Mr Paul Mageean Mr Emmet Murray Dr Micaela Greenwood Mrs Ruth Laird Miss Linda McHugh Judge Kevin Finnegan Mr Tom Craig Ms Clodach McGrory Dr Adrian Grounds Mr Donal McFerran Dr Patrick McGrath Prof John Jackson Mr Brian Garrett Dr Duncan Morrow
Secretariat:	Mrs Moya Cushley Mrs Joanne Williams	Mrs Kerry McIlwaine Mrs Karen Weir
Apologies	Mr Nigel Stone Mrs Debbie McQueirns Prof Peter Hepper	Tracy Doherty Judge Ben Stephens Dr Adrian East

The following is a summary record of the Plenary of the Parole Commissioners covered on 9 December 2010.

Item 1: Chairman's Introductions.

The Chief Commissioner welcomed everyone to the meeting and thanked them for their attendance. He was appreciative that so many Commissioners had undertaken to attend both the training event and the plenary, especially given the adverse weather conditions.

The Chief Commissioner asked that the record show the appreciation of all Commissioners on the work undertaken regarding the move to the new accommodation in Linum Chambers. The new suite of offices is much more appropriate to the standing of the Parole Commissioners and he thanked the Secretariat for all the hard work undertaken in accommodating the move.

Item 2: Minutes of last meeting

The minutes of the last meeting were agreed without amendment.

Item 3: Matters Arising

The Commissioners reviewed action points of the previous minutes and received updates on the current position.

Item 4: Secretariat Report

The Secretary updated the Commissioners on the new dedicated facilities available for Commissioners in Linum Chambers. The new offices are fully equipped and provide a comfortable working environment for any Commissioner who would like to work in Linum Chambers. The new offices have ADSL lines installed which will allow Commissioners to bypass their 3g connection on their laptops

The Secretary updated the Commissioners on staff changes.

The Secretary wished the Commissioners a Happy Christmas and best wishes for 2011.

Item 5: Reading emails on encrypted laptops

This item had been discussed during the Chief Commissioner's earlier session. The Chief Commissioner encouraged all Commissioners to check their email accounts daily.

Item 6 Interim Policies

The following interim policies were discussed and placed before the Commissioners for endorsement:

- Standards
- Information Security Policy
- Structures Policy
- Confidential Information for pre-tariff cases
- Policy on anonymising decisions
- Policy on the production of psychology report
- Policy on Rule 14(8) – Variation of Time
- Policy on Article 28(4)
- Guidance on process of DCS cases referred in accordance with Article 29(2)(b)

The policies were adopted subject to amendment.

Item 7 Psychology Reports in es ECS cas

This item was discussed at length under item 6 – policy on the production of psychology reports.

Item 8 CJINI Report

The Chief Commissioner update the Commissioners on the Criminal Justice Inspection Report.

Item 9 Case Bulletin - Focus

The Chief Commissioner updated the Commissioners on the new 'Focus' information bulletin It will be produced bi-monthly and will incorporate best practice, case law (were applicable), future events, births, marriages etc.

Item 10 AOB

Nothing recorded under AOB

Item 11 Date of Next y Plenar

It was agreed that the next Plenary would be held in the first two weeks of October 2011, subject to dairy dates.

Kerry McIlwaine
Minute-taker