

Independent Advisory Panel on Non-Compliance Management (IAPNCM)

16 Dec, 09:00-10:30,

2MS, Room F525, 5th floor, Fry Building SE

Teleconference Minutes

Present

Daniel Albert (DA), Akash Chand (AC), David Chinn (DC), June-Alison Sealy (JAS), Stephen Shaw (SS), Richard Shepherd (RTS), Mandy Simmons (MS).

1. Apologies

Kevin Lockyer (KL).

2. Minutes of 25th November

The Panel approved the minutes and advised that they could now be published on the IAPNCM webpage.

Action 1: AC to publish the minutes.

3. Minutes of 3rd December

The Panel noted that the minutes had been circulated in draft. SS highlighted some minor amendments in drafting, and said he would make the necessary corrections for the Panel to review at the next meeting.

Action 2: SS to amend the minutes.

4. Matters arising and action log

The Panel highlighted action point 4 of the 3rd December meeting, and sought confirmation that the Home Office would reimburse them for using specialist firms to destroy confidential information/papers.

It was noted that some Panel members have access to confidential waste bins at their regular places of work.

Action 3: AC to investigate whether the Home Office will reimburse the Panel for the costs of destroying confidential information/papers.

5. Volume 6 comments

The Panel discussed and approved their comments on volume 6. SS said he would make some minor amendments to the drafting before it was forwarded to NOMS.

Action 4: SS to amend the draft volume 6 comments.

6. Volume 7 comments

The Panel discussed and approved their comments on volume 7. Again, SS said he would make some minor amendments to the drafting before it was submitted to NOMS.

Action 5: SS to amend the draft volume 7 comments.

7. Volume 4 comments

The Panel discussed the DVD script and presentation at length. A number of possible improvements were discussed. DA said he would write to Dr Ian McConochie to advise him of the Panel's views.

Action 6: DA to write to Dr McConochie regarding volume 4.

8. Home Office Project Plan

MS advised that NOMS needed to revise their document to take into account the time the Panel have to respond to each volume.

9. AOB

The Panel agreed that returning to Virgin Atlantic for a further demonstration was highly desirable. The dates currently proposed are 3rd and 4th February or 3rd and 4th March. DA advised that he would send AC the dates when he is not available. These include 3rd and 4th March.

Action 7: DA to send AC the dates when he is unavailable.

There was no further business and the meeting was closed.

Next meeting: Monday 6th January 2014.