

Independent Advisory Panel on Non-Compliance Management (IAPNCM)

17th February, 09:00-10:30

Teleconference minutes

Present

Daniel Albert (DA), David Chinn (DC), Kevin Lockyer (KL), June-Alison Sealy (JAS), Stephen Shaw (SS), Richard Shepherd (RTS), Mandy Simmons (MS)

SS began the meeting by expressing concern that papers relating to agenda items had not been circulated. As a result, the meeting was likely to be shorter than originally anticipated.

SS also expressed particular thanks to RTS who was joining the meeting from Seattle.

1. Apologies

Akash Chand (AC)

2. Minutes of 4th February

The Panel approved the minutes and agreed that they should be published on the IAPNCM webpage.

Action 1: AC to publish the minutes of 4th January.

3. Minutes of 10th February

The Panel agreed some amendments to the minutes. JAS said that, in particular, the minutes should reflect the Panel's serious concerns about further slippage in the project plan. SS said he would amend the minutes for approval at the next meeting.

Action 2: SS to amend the minutes of 10th February meeting

4. Matters arising and action log

It was agreed that actions 2, 3 and 4 of 10 February could be closed.

Action 3: AC to update the action log.

5. Project plan

Members of the Panel expressed renewed concern over the slippage to date. It was also now clear that the Panel would only be able to approve the final typescript; there would not be time before March 31 to see proofs of the eventual printed version.

MS said that Volumes 2 and 4, plus the paper setting out NOMS's approach to the assessment process, had in fact been received. She would arrange for them to be circulated post haste. The Panel agreed that, with the addition of the discussion with Ms Sally Dixon, this would form their agenda for 24 February. However, it remained to be seen if all of this could be completed during the course of one meeting.

Action 4. MS to circulate missing papers post haste.

6. Audit report

It was agreed that any remaining Panel comments on Volume 4 would be submitted to MS and then to NOMS before the projected filming of the DVD on 20 February.

Action 5: Panel members to share comments on volume 4 in time for the DVD production on 20 February.

7. AOB

There was some discussion on the Panel's own report. MS said she would circulate an electronic copy of the Panel's finalised terms of reference.

MS said she would also confirm that Sally Dixon could attend the meeting on 24 February and ensure that a room had been booked.

Action 6: MS to circulate an electronic version of the terms of reference, confirm that Sally Dixon can attend the meeting on 24 February, and ensure that a room has been booked.