

# **Independent Advisory Panel on Non-Compliance Management (IAPNCM)**

## **20 January 2014 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).

### **1. Apologies**

Akash Chand (AC).

### **2. Minutes of 6<sup>th</sup> January**

These had yet to be corrected.

### **3. Minutes of 13<sup>th</sup> January**

SS said he would make drafting amendments to be reviewed again at the next meeting.

### **4. Matters arising and action log**

It was agreed that action point 7 of the 16<sup>th</sup> December meeting could be closed. All others remained open.

#### **Action 1: AC to amend action log.**

### **5. Project plan**

Little further progress had been made. The Panel expressed concern that the timetable for completion of the Manual was now very short.

### **6. Audit Trail**

It was hoped that this would be available for the Panel's face-to-face meeting on 27 January.

### **7. Comments from medical advisers**

It was noted that the proposed lesson plan had not been enclosed with the medical advisers' comments. MS said that it was now intended that the medical information would be integrated across the Manual as a whole.

The Panel discussed the NOMS risk matrix at some length. Members of the Panel remained doubtful as to the merits of the matrix and how it would assist DCOs. It was agreed that MS would feed this back to NOMS.

The revised DVD script would be available for discussion on 27 January.

### **8. Volume 5**

The Panel discussed this Volume once more at length. Further comments would be shared with MS.

## **9. The Panel's report**

The Panel discussed the latest version of its draft report. A number of amendments were agreed in principle.

There was a long discussion of the head support or 'head hold'. It was agreed that KL would circulate a draft paragraph for discussion on 27 January.

## **10. AOB**

JAS pointed out that we had not seen Volume 1 for some months and inquired after progress re the integration of the law and policy element within it.

There was no further business and the meeting was closed.

**Next meeting: Monday 27<sup>th</sup> January, Home Office, 10.30-12.30.**