

**STRICTLY PRIVATE AND CONFIDENTIAL**

**MINUTES OF THE COUNCIL MEETING OF THE ASSOCIATION OF COSTS LAWYERS  
HELD ON FRIDAY 11<sup>th</sup> APRIL 2014 AT THE CROWNE PLAZA HOTEL,  
19 NEW BRIDGE STREET, LONDON EC4V 6DB**

PRESENT	Mr M Heining	Chairman
	Mr S Averill	Treasurer
	Mrs C Green	Secretary

(Council)	Mr J Barrett
	Mr R Connelly
	Mr F Kendall
	Mrs S Nash

(Ex-officio)	Mr M Cheng (CEO)
	Mrs D Pattenden (Operations Manager)

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**1. Welcome**

The Chairman welcomed all to the meeting.

**2. Apologies for absence**

All council members were present.

**3. Minutes of the last council meeting**

It was agreed that the minutes were an accurate reflection of the meeting and the minutes were signed by the Chairman

**4. Matters Arising**

1	CG/MC	Look at implications of legally changing ALCD to ACL. Brought forward. On hold pending future structure of ACL/ACLT being agreed.	Ongoing. Carry forward.
2	PR subcommittee/	1. Develop a brochure for the CAB and LeO to inform the public about costs issues.	FK has a working draft which he will circulate in the next two weeks.

	FK	2. Prepare a simple guide for publication on the ACL website regarding the role of a Costs Lawyer and how members of the public can get help with costs issues.	
3	Council	Any outstanding declarations to be emailed to Mrs Pattenden. Declarations of interest to be added to the new website.	Delete
4	JB	Progress the idea of students being encouraged to form regional groups. First London meeting at 39 Essex Street on 13 March. Progress with other regional groups. Subsequently cancelled. JB to update council at next meeting.	JB confirmed that a meeting would be held at 39 Essex St on 28 May.
5	PR Committee/FK	Produce an integrated advertising strategy for the next meeting.	Carry forward
6	CG	Draft paper with a proposal for an accelerated route to qualification as a Costs Lawyer.	CG and SN have had some discussions on this and are progressing it.
7	Law Reforms Committee	Consider a mechanism for dealing with the situation where a court has clearly made an error.	Carry forward
8	Law Reforms Committee	Ensure that the practice direction which refers to assisting litigants in person is amended (it still refers to members of ALCD). The next Rules Committee is in March. Anything which needs to go to the Rules Committee must be sent well in advance.	Carry forward
9	<del>{Contractor issue}</del>		
10	Council	Finalise criteria for new membership categories including honorary members.	To be discussed at the meeting later in the afternoon
11	<del>{Abuse of title issue}</del>		
12	MC	Prepare a governance paper re council members and election procedures. Agreed that this should include consideration on remuneration of council members.	Being worked on. Carry forward to April
13	PR Committee	Review advertising rates for the e-bulletin and Costs Lawyer.	Carry forward

14	<del>{Funds transfer issue}</del>		
15	<del>{Training product issue}</del>		
16	MC	Draft a reply to the email to the query regarding offering a costs advance facility to solicitors. RC has drafted a reply. Currently with MH who has identified additional issues.	
17	SA/MC	Review next steps with structure of ACL/ACLT.	
18	MC	Give consideration to how Council members can more actively engage with members	MC is working on a paper

#### 4. Chairman's Report

- The Chairman attended the recent Civil Justice Conference with Maurice Cheng and has passed on to Sue Nash copies of the relevant submissions.
- A lot of work has been done on guideline hourly rates. A report will go out to the Master of the Rolls in the next few days and recommendations will be made to the MoJ.
- Regulation of Trainees needs to be discussed by council but the Chairman said that it was not appropriate for him to comment due to his very imminent departure from his post.
- David Cooper said that many members were not aware of how to implement the recent rules changes relating to part 7 proceedings. It was agreed that it would be useful to run a short refresher course for members. The Chairman suggested that Stephen Laurie, City University Law Faculty was contacted to help with this.

#### 5. PR Committee Update

- Sue Nash confirmed that the journal editor had resigned and that interviews for a replacement had taken place and a decision will be made soon so that a new Editor will be in place for 1<sup>st</sup> May.
- There will be a special conference report. ~~The anticipated cost is around £4,500.~~ If a sponsor for the publication can be found then this will help to defray the cost.
- The new Editor will be asked to raise the profile of ACL through social media

- James Barrett has set up a LinkedIn account. The intention is to put the e-bulletins on the account. He has also reserved a Facebook account.
- A website scoping document is being finalised

## **6. Treasurer's Report**

- The vision to restructure ACL and ACLT is being worked towards
- Stephen Averill advised that whilst he has been considering a proposal to change the ACL accountants, his currently view is that we should work more closely with them for the moment and review the provider at the end of the year.

## **7. Education Report**

- Exam resits were held in March and the standard was much higher. Claire Green has offered to mentor those students who have failed.
- A draft budget for the new training course is now available.
- The prospectus will be available on the website before the end of April.
- Maurice Cheng asked that the council delegated the agreement of exemptions and pricing to Mrs Nash, Mrs Green and the ACL Education Officer, Kirsty Allison. There were no objections to this request.
- Mrs Green said that the Education Committee is discussing the option of an accelerated course, for which she believed there was a lot of interest.

## **8. Operations Report**

- Booking for the ACL Conference are in line with previous years and it is anticipated that we will have almost 300 delegates on the Friday.
- The entertainer and disco have been confirmed.
- Mrs Pattenden advised that there may be a limited amount that could be set up on the Thursday evening as the hotel had potential bookings for the rooms. Mrs Nash asked that council members were available to help at the venue from 8am on the Friday morning.

## **9. Any Other Business**

Mr Heining, as outgoing Chairman, thanked all council members for their support during the last year and offered his very best wishes to Sue Nash as the new ACL Chairman.