

ACL Council Minutes January 2015



Attending: Sue Nash (SN) Chair, Stephen Averill (SA), James Barrett (JB), Jon Lord (JL), Robert Cook (RCK), Robert Connelly (RC), Francis Kendall (FK)

Apologies: David Cooper

In Attendance: Maurice Cheng (MC) Chief Executive, Diane Pattenden (DP), Kirsty Allison (KA), Claire Green (CG), Tabitha Creasy (TC), Victoria Griffiths (VG)

Item	Action	By	When
1	Apologies were received from David Cooper The Chair welcomed Victoria Griffiths as the newly elected Chair of the ACL Student Council		
2	Minutes of November 2014 Council accepted with the following changes <ul style="list-style-type: none"> Title of minutes corrected to 'ACL Council November 2014' 	MC	
3	Actions arising		
3.1	Protocol for setting up branches	MC	Mar15 Council
3.2	Look to establish branch in Midlands	FK	Mar15 Council
3.3	Relationship with RCJ CAB	MC/CG	Mar15 Council
3.4	Consider opportunities for costs lawyers to be involved and appointed for costs disputes – SN been in touch with Peter Farr, continuing to chase	SN	Ongoing
3.5	Brochure on costs lawyers for milkrounds – further refinement to be done	DP/FK	Feb15
3.6	Paper on methods of lobbying for changes to improve costs practice – to be put forward by CG and DC	CG/DC	Mar15 Council
3.7	Moving ahead with launch of ACL ADR service with Phil Hesketh and Tim Wallis	MC/CG	Mar15
3.8	Recognition of major contributors to the profession will be brought up again during planning for 40 th anniversary celebrations	MC	2016
4	Chair's Report		
4.1	The Chair's report was noted		
4.2	The Chair updated Council that Counsel had been consulted on our response to the Coventry issue, and a written submission was in draft to be considered. The costs of the submission were up to £20k, if ACL were invited to present in person. Council agreed that this was an important issue that the ACL needed to present views on, on behalf of the profession.		
4.3	A discussion was held about the election process for the new role of ACL Vice Chair (and Chair Elect). It was agreed		

	that the decision taken last year that the position would be elected by ACL Council vote should stand. The candidature and election process to be drafted by MC for Council agreement. The first election will be held in March 2015 Council, with the Vice Chair taking up the role at 2015 AGM.	MC	Feb15
4.4	The appointment by the CEO, in discussion with the Chair and committee chairs, of an interim Policy and Development Officer (Claire Green) for a six month trial, in order to support the sharply increased workload in Policy and Law Reform, was approved by Council. Council expressed their thanks to Claire Green, who had to stand down from Council to fulfill this role, for her hard work as a member of Council and Chair of Education Committee.		
5	Education Report		
5.1	The business plan for ACLT was presented by KA, and approved by Council, subject to approval of the overall budget. The budget for additional executive support was passed to Education Committee for final approval.	KA	Mar15
5.2	A discussion was held around the target pricing for the potential new accelerated qualification – agreed that this would be discussed and recommended by Education Committee for Council approval	KA	Mar15
6	The appointment of Andrew McAulay, Costs Lawyer, as the new Chair of Education Committee was discussed and approved		
7	PR & Marketing Report		
7.1	PR report from Blackletter was noted	MC/JB	Now
7.2	JB updated Council on plans for the Round Table		
7.3	[Issue re commercial relationship]	JB	
7.4	Council discussed the impact that online CPD, regional groups, and the Conference were having on member CPD uptake. KA will be reviewing the evolution of CPD with Education Committee, and report back in March.	KA	Mar15
7.5	Website project to be core focus for PR&M – target launch in April 2015 – all Council and staff to focus on content	JB/All	
7.6	Discussions to be held with DP re formalised support for PR&M plans	JB/DP	
8	Policy & Law Reform		
7.1	The report from the Committee was noted		
7.2	The report from Claire Green was noted and approved		
7.3	The actions around the Coventry submission was discussed and approved		
7.4	Accreditation of CPD courses to be discussed by Education Committee with view to taking this over from Policy Committee	KA	Mar15
9	Finance & Governance		
9.1	SA presented a new investment strategy, however following discussion, has agreed to come back to March Council with an amended strategy to take account of the short term cash requirements of the 2015 business plan	SA	Mar15

9.1	The bookkeeper role should be recruited shortly. The arrangement with Alexander Anthony accountants will be modified accordingly	DP	Feb15
9.3	The role of accountants to the ACL to provide financial advice and year end accounts will be put out to tender – to be completed by AGM	MC/SA	May15
10	Operations report was accepted		
10.1	£30 admin fee to be charged for readmissions to membership following failure to pay		
10.2	ACL Manchester Conference to be opened up more to other legal professions	DP	
11	Terms of Reference for Committees		
11.1	The paper on terms of reference for committees was discussed and approved by Council, subject to amendments regarding a consistent policy around the role of the appropriate staff member as committee secretary, and the number of members required stated as minimum not maximum.		
11.2	The role specifications for Council, committee chairs, officers and senior staff were discussed and agreed		
11.3	Council debated the requirement for the traditional roles of Secretary and Treasurer. The role of Council Secretary is to be set aside. The role of Council Treasurer will remain.		
12	Budget 2015		
12.1	The business plan and budget for 2015 was discussed and approved. This year has been agreed as a second investment year in order to fund the development of the qualification and improvements to the professional standing of costs lawyers.		
13	AOB		
15.1	Issues around further support of the Legal Aid Group were discussed. ACL Legal Aid Group Chair to be invited to next meeting.		
14	Date of next meeting: 27 March 2015		