

ACL Council Minutes November 2014



Attending: Sue Nash (SN) Chair, Stephen Averill (SA), Claire Green (CG), James Barrett (JB), Jon Lord (JL), Robert Cook (Rck), Robert Connelly (RC), David Cooper (DC), Francis Kendall (FK)

In Attendance: Maurice Cheng (MC) Chief Executive, Diane Pattenden (DP), Kirsty Allison (KA), Neil Rose (NR) (until Item 5)

Item	Action	By	When
1	There were no apologies		
2	The new action oriented minutes were agreed to be acceptable to Council. In addition to actions, key discussions and conclusions would also be noted. Minutes of September Council accepted with the following changes <ul style="list-style-type: none"> • Members of Council and staff attending to be listed 	MC	Immediate
3	Actions arising		
3.1	Protocol for setting up branches	MC	Jan15
3.2	Look to establish branch in Midlands	FK	Jan15
3.3	Reengage with RCJ CAB unit	MC	Jan15
3.4	Consider opportunities for costs lawyers to be involved and appointed for costs disputes	SN	Jan15
3.5	Public brochure on costs lawyer profession required for January milkround visit	DP/FK	Jan15
3.6	Mentoring concept put on hold pending further work on education strategy		
3.7	Paper on methods of lobbying for changes to improve costs practice – to be discussed at January Council. Council members to submit any ideas to RC by 1 Dec 14	RC	5 Dec 14
4	Chair's Report		
4.1	The matter of whether Council members should speak at non ACL conferences was discussed. Conclusions reached were: <ol style="list-style-type: none"> 1. Speaking at other conferences was a positive action, as it helps to spread awareness of ACL and the profession 2. Members of Council are free to speak as representing their own organization rather than the ACL, as long as this is made clear, and also - 3. Members of Council should be aware that they are always a representative of ACL Council, and be aware that any statements made could be seen to be made on behalf of the ACL 		
4.2	[Issue re membership year]		
5	Education Report		
5.1	A detailed summary of activity around the old and new syllabus programmes was presented by KA. Both programmes were reported to be on track, and a recent poll of students on the new syllabus reported good		

	experiences with this. Effort will be made to improve the level of student feedback.		
5.2	Fasttrack qualification for legal professionals will be a key development for 2015 – business case to be prepared	KA	Jan15
5.3	CPD modules based on VLE platform will be developed for 2015 – business case to be prepared	KA	Jan15
6	PR & Marketing Report		
6.1	Contract with new editor to be finalised	MC/JB	Now
6.2	A discussion was held about advertising rates and improving ad revenues. The PR&M committee will work with the Head of Operations on this issue.		
6.3	[Issue re commercial relationship]	JB	
7	Proposal for Costs ADR Service		
7.1	Phil Hesketh presented the proposition to create an ACL branded Costs Mediation Service, to be run by him and Tim Wallace, that would promote the concept of costs mediation, and provide a platform to encourage costs lawyers to upskill in this important area of legal services.		
7.2	Council were very positive about the concept, and the decision was taken to proceed with the development of the service, subject to further information being provided around the business plan for the scheme, and confirmation of the processes that would lead to ACL members being offered the opportunities to observe and participate within and with the mediation panel.		
7.3	MC to discuss forward action with Phil Hesketh	MC	Dec15
8	Policy & Law Reform		
8.1	DC presented the Policy & Law Reform Committee activities since last Council		
8.2	Accreditation of CPD suppliers – where this role sits within the committee structure to be discussed in January	DC/CG	Jan15
9	Finance & Governance		
9.1	Policy on credit cards for Chair and CEO accepted		
9.2	A proposal to recruit a bookkeeper local to the ACL office in Diss was agreed. The arrangement with Alexander Anthony accountants will be modified accordingly	DP	Dec14
9.3	The role of accountants to the ACL to provide financial advice and year end accounts will be put out to tender	MC/SA	Jan15
9.4	A proposal to implement a pension provision for senior staff (currently applicable to the Head of Operations, and the new position of Head of Education) was accepted.	MC	Jan15
10	Operations report was accepted		
11	Terms of Reference for Committees		
11.1	Draft terms of reference for all committees have been circulated to Committee chairs for comment by their committees	All committee chairs	Dec14
11.2	Finalised terms of reference to be brought to January Council for discussion and agreement	All committee chairs	Jan15
12	Proposed remuneration of Council		
12.1	A paper on remuneration of Council members was		

	discussed. It was decided by unanimous vote not to proceed with this for now.		
13	Draft budget 2015		
13.1	A draft business plan and budget for 2015 was presented by MC.		
13.2	It was agreed that further work was required on the financial case for fasttrack education and CPD, which would be incorporated into a formal budget submission in January Council	MC/KA	Jan15
13.3	Committee chairs should give consideration as to what budgets they require for 2015	All committee chairs	Dec14
13.4	Membership fees to increase to £180 in 2015, the Chair will write the explanatory communication to members	SN	Dec14
14	Council dates for 2015 were accepted		
15	AOB		
15.1	DC presented a request for ACL to develop methods of recognising the contribution of individuals to the ACL and the profession, such as founder members and others. A paper to be presented at next Council	MC	Jan15
15.2	A meeting is being held with the Chair and CEO of the CLSB on 1 December 2014. The intention is to develop a stronger working relationship through sharing of strategies and intentions for the future.		
15.3	Council debated the eligibility criteria for candidates for Vice Chair (the first election to take place in 2015), and decided that this would be open to ACL members who had at least one year experience of serving on Council, within the last seven years.		