

**ACL Council March 2016 Minutes**  
**Approved at the council meeting in April 2017**



**Attending:** Sue Nash (SN) Chair, Iain Stark (IS) Chair Elect, Stephen Averill (SA) Treasurer, Jon Lord, David Cooper (DC), James Barrett (JB) Vice Chair, Francis Kendall (FK)

**Apologies:** David Wright (DW), Steve Davies, Robert Cook

**In Attendance:** Maurice Cheng (MC) Chief Executive, Claire Green (CG), Diane Pattenden (DP), Kirsty Allison (KA)

Item	Action	By	When
<b>1</b>	<b>The meeting started at 1100</b>		
<b>2</b>	<b>Minutes of January 2016 Council</b> were accepted, subject to Steve Davies being added to the list of attendees. A note should also be added to say that the venue of the next meeting was changed from Manchester to London.		
<b>2.1</b>	<b>Actions arising:</b> F&G committee to review the election process and put recommendations to council has not been completed and should stay as an action point.	F&G	
<b>2.2</b>	Litigants in person. SN expressed a need to contact all members re referrals for Litigants in Person. The current list for those willing to act in cases of arbitration or mediation is several years old and also needs updating.	SN/DP	Apr16
<b>3</b>	<b>Chair's report</b>		
3.1	Both Honorary Vice Presidents have agreed to continue with their term for the next 3 years. SN to meet soon with each. SN reported on her activities around the role of Honorary President.		
3.2	SN has asked LJ Briggs to deliver annual lecture on 8th June. He will speak for 20-30 mins on Civil court structure review followed by a short discussion with the attendees. IS to report further at next meeting. IS to meet with Andy Caton (Private Secretary to the Deputy Head of Civil Justice).		
3.3	SN reported that she had discussed issues around the new Bill Format with Sir Vivian.		
<b>4</b>	<b>Operations report</b>		
4.1	DP highlighted that currently 620 costs lawyers held a practising certificate, of which 572 were members of the ACL. SN emphasised that the Council need to be		

	vigilant about member retention and service provision.		
4.2	DP advised that progress has been made with the development of the new website and felt that the project was at a stage now whereby it was important that site content and functionality was robustly tested.		
4.3	The admin team's Access database has been upgraded to capture all the information that the education team required. This should be ready to roll out in the next 2-3 weeks. This database will not integrate with the website but stands alone.		
4.4	<p>DP updated Council on the issue of migrating posts from the existing website to the new one, and confirmed that this was to be done, across a number of years of postings.</p> <p>Council considered whether, as there is a student forum on the online learning platform, the student forum on the website should be maintained. It was agreed that the two forums served different purposes. It was agreed to keep the Student Forum on the website and encourage students to engage with it.</p> <p>Council further agreed that it was important that the forums were properly moderated.</p>		
4.5	All agreed that a 2017 diary should be produced. DP to email the membership to ask those who don't want to receive a copy of the diary to let her know.		
4.6	DP advised that the Croner Business Helpline has been set up to commence 1 April. The publicity for this will be the responsibility of PR&M.	PR&M	May16
<b>5</b>	<b>Student Council</b>		
5.1	SN – thanked KA for her work with setting up governance for student council. Thanks also to Adam Hood for his work. SN urged PR&M to seek more help from the student council – particularly on social media.		
<b>6</b>	<b>Policy Committee</b>		
6.1	SN asked if the committee could provide some statistics on the value of cases.	Policy Committee	TBA
6.2	There was a debate around the likely impact of raising the fixed costs threshold, and it was generally agreed		

	<p>that this would be significant and negative.</p> <p>The ACL's Fixed Costs Working Party remit and policy stance will need to be reviewed.</p>	DC	May16
<b>7</b>	<b>PR&amp;M</b>		
7.1	FK emphasised that 2015 showed excellent outcomes in terms of press coverage.		
7.2	<p>There was a lengthy discussion about the slow development of regional groups.</p> <p>CG volunteered to set up a Manchester Group.</p> <p>FK to contact Ian Cosgrove about running a new group.</p> <p>FK to develop a contact in the Midlands to set up a group. IS suggested Andrew Currah.</p> <p>DC agreed to explore the setting up of a group in East Anglia.</p> <p>IS questioned whether regional groups should offer CPD. FK expressed his opinion that not all group meetings should focus on CPD delivery.</p> <p>FK to prepare a development paper for next Council.</p>	<p>CG</p> <p>FK</p> <p>DC</p> <p>FK</p>	<p>TBA</p> <p>TBA</p> <p>TBA</p> <p>May16</p>
<b>8</b>	<b>Finance &amp; Governance</b>		
8.1	<p>SN asked how investments are held, and SA responded 75% is ACLT, 25% ACL – held as a single fund. SA to check name in which fund is held.</p> <p>SA recommended that none of the cash held in the current account should be invested in order to maintain liquidity. This was agreed, and will be reviewed again in September 2016.</p>	<p>SA</p> <p>SA</p>	<p>May16</p> <p>Sep16</p>
8.2	<p>IS proposed that the AGM should be held as an open Forum rather than an AGM, which would allow for a more free flowing discussion of issues that members and student members felt were important.</p> <p>SN in principle was opposed to pulling the AGM but felt that it was up to council to make the final decision. IS felt that council could still be held to accountability in a Forum and that a formal AGM as not necessary.</p> <p>A vote was held to establish whether council members felt that a Forum should be held instead of an AGM - 5 in favour, 2 against, 3 abstentions.</p>		
8.3	MC confirmed that ACLT is now a wholly owned		

	subsidiary of ACL, with the Articles of the ACLT changed to enable the ACL to act as the sole, corporate, member of the CLG.		
<b>9</b>	<b>Education</b>		
9.1	KA confirmed that the CLSB has renewed ACLT's accreditation to deliver the training course for the next 12 months.		
9.2	<p>Council debated the Terms of Reference for the ACLT Board, and whether the current Board members would need to reapply for these positions.</p> <p>It was agreed that the current members of the ACLT Board, which was formerly the ACL Education Committee, should remain in post on an interim basis pending further consideration of the specific roles and skills required for the ACLT Board. On this basis Council agreed the Terms of Reference, with one abstention.</p>	KA/DP	Feb16
<b>10</b>	<b>CEO report</b>		
10.1	SN reported on the bilateral meeting between ACL and CLSB in which there was much discussion regarding regulation, and the relationship between ACL, ACLT and the CLSB. There was agreement of the need to work collaboratively in the future.		
<b>11</b>	<b>Code of Conduct</b>		
	Council debated and agreed the reintroduction of the ACL Code of Conduct for members, which includes a statement that the ACL Code should be read in conjunction with the CLSB Code of Conduct for registrants.		
<b>12</b>	<b>Byelaws</b>		
	It was agreed to return the byelaws to the version prior to the introduction of the new voting arrangements for Council Chair. DP said she had some minor amends which would be forwarded to MC.	DP	Apr16
<b>13</b>	<b>AOB</b>		
	SA expressed thanks to Sue for guiding Council through a period of significant development for ACL, as well as for doing a good job in managing and steering council through a trying past year.		
	The meeting finished at 1700.		
<b>14</b>	<b>Date of next meetings: 1600 12 May 2016 @ Hilton Bankside</b>		