

**ACL Council Meeting  
24 June 2016**



Held at the Offices of Weightmans LLP,  
33 St Mary Axe, London

**Council Members Present:** James Barrett (JB), Robert Cook (RC), David Cooper (DC), Steven Davies (SD), Francis Kendall (FK) Jon Lord (JL), Iain Stark – Chairman (IS) David Wright (DW)

**Also in attendance** Diane Pattenden, Head of Operations

**Apologies:** Maurice Cheng, CEO

Item	
1	The meeting started at 2pm
2	Minutes of the meeting held on 12 May 2016
	JL stated that there was no mention of education in the minutes and that the points discussed needed to be included. DC will email his notes to JL/MC. MC to update the minutes. IS suggested that a separate action list should be produced for future meetings. All agreed.
3	Presentation by Claire Green, ACL Policy Officer
	CG gave a presentation on her role as Policy Officer, her achievements in the role and her vision for the future.
4	Finance & Governance report
	Robert Cook reported on a meeting held recently with SA, MC, RC, DW and SD on ACL/ACLT finances. He expressed concern that the main source of income for ACL is subscriptions. Discussion took place regarding the relationship between the CLSB/ACLT and ACL, the costs of running the ACLT course and finances in general.
5	Chairman's Proposals
5.1	Discussions took place around the development of ACL and ACLT as organisations.
5.2	A discussion around a new working structure for ACL Council will be held over to the October 2016 meeting.
6	Finance & Governance
6.1	IS advised that he did not expect any regular reports until the feasibility study is available
7	PR & Marketing
7.1	IS emphasised that the website must be available in good time for an autumn launch.
8	Operations
8.1	DP advised that overall feedback from the London conference was very good. Council members had previously been sent a summary of speaker and event evaluations. It was agreed that the 2017 conference should be held in London. A discussion was held about improvements for the 2017 Conference.
8.2	Manchester Conference – 28 October 2016
8.1	Following some discussion, it was agreed that the theme for the conference will be "Knowledge is Power".  A discussion took place about speakers.  The ACL Legal Aid Group Chair has confirmed that the LAG will not hold a breakout seminar at

	the conference.
8.2	Re the 2017 ACL Diaries, it was agreed Change size to A5 List retired members List costs lawyers No council member details – just office Keep useful contacts Retain the information pages
8.3	The website will be launched in the autumn. DC will liaise with SN on this.
8.4	PSC Statutory Requirements A requirement came into force in April 2016 for companies and LLPs to identify and record the people who own or control their company. It was agreed that a nil return should be filed for ACL and ACLT at Companies House. DP to action.
8.5	The council agreed that the accountant should proceed with registering ACL for VAT from 1 July 2016. DP to confirm to the accountant.
9	Council/Executive structure
9.1	Roles and responsibilities will be considered in October, following the outcome of the feasibility study
10	Staff Contracts
10.1	Finance & Governance committee to provide a summary document at the next council meeting.
11	Council/Staffing – Misc.
11.1	There is currently no formal expenses policy or guidelines for council/staff/contact staff. DP will draft a document on expenses/hospitality for the Finance & Governance committee to develop.
11.2	DW suggested that any council documents containing confidential issues/statements should be pass-word protected before circulating. All agreed.
11.3	Staff homeworking expense issue was discussed.
12	Office Premises
	It was agreed to increase the allowance for ACL premises
13	Appointment of ACL Vice Chair
	Carried over to the next council meeting
14	Education Report
14.1	JL reported that KA has asked for copies of the ACLT management reports to be forwarded to her. DP will provide what is available.
14.2	DP to email all costs lawyers to remind them of the close date for the 2016 course intake.
15	CLSB's draft guidance note on working outside England and Wales
	This agenda item has been superseded and was therefore not discussed
16	Members of the reconvened working parties
	IS asked that this item was held over to a later meeting
17	Email re the Buying Support Agency
	Council will consider the contents of the email
18	ACL Bill – update from George Easten
	GE gave a comprehensive and useful update to council members
19	Any Other Business
19.1	DP advised that a Yorkshire Regional Meeting Group meeting would be held on 25 August. This will take the form of a discussion rather than there being an invited speaker. No CPD.
19.2	IS advised that a London Costs Group Meeting will take place on 13 July. DP to email costs lawyers. 50 capacity.

20	Date of Next Meeting
	29 July 2016
21	The meeting closed at 5.40