



Council members present: Claire Green, Chair (CG), Francis Kendall, Vice-Chairman (FK) David Cooper (DC), Adam Grant (AG), Kris Kilsby (KK), Victoria Morrison-Hughes (VMH), John Pennington-Jones (JPJ), Jack Ridgway (JR), David Bailey-Vella (DBV), Ian Curtis-Nye (ICN)

Also present: Diane Pattenden (DP)

Apologies: Richie Young (RW)

The meeting started at 2pm

Item	
1	Welcome and apologies
1.1	CG welcomed all to the meeting.
1.2	Apologies from RY were accepted.
2	Minutes of the council meeting held on 23 July 2021
2.1	The question of whether point 3.3 should be treated as confidential was discussed but council agreed that this was not necessary given that the discussions had taken place.
2.2	Subject to adding to 1.1 that NS sent her apologies ahead of the meeting but subsequently (22 July) resigned from council, the minutes of the meeting were agreed as being an accurate account and were approved for publication.
2.3	Item 6.3 –Discussion took place on whether the ACL council should respond to the CLSB consultation on the practising fee. It was agreed that a response would not be provided on the basis that the increase was very small. It was further agreed that CG will voice her concerns, in her capacity as a Costs Lawyer, to the CEO of the CLSB.
3	Actions arising from the council meeting held on 23 July 2021
3.1	Item 1 - It was noted that the CLSB's consultation on the competency statement has been issued and that the deadline is 18 October.
3.2	Item 2 - DC has reviewed the entry on the Law Society website with regard to the categories of fee earners. He observed that there was some contradiction between the entry and the guide and will prepare a communication to the Law Society to seek clarification.
4	Education report
4.1	JR reported that the education committee's recent focus had been to prepare a response to the CLSB audit. This is on track and will be finalised in good time.
4.2	The deadline for the positions of Chair and Board member has been extended.
4.3	Discussion took place regarding the level of remuneration for the position of Chair of ACLT. It was agreed that the steering committee will discuss this with Hook Tangaza. VMH will ask Hook Tangaza for guidance.

5	Policy report
	AG reported that the competency statement consultation is a key task. He agreed to format the draft report but felt that the substance of the report should be written by the Education Committee.
6	Finance Report
	CG invited comments on the ACL and ACLT 2020 accounts. A discussion followed regarding the amount shown under the heading of debtors and it was agreed that DP would seek clarification from the accountant.
7	PR and Marketing Report
	It was confirmed that Senior had provided a quote for developing the online Costs Lawyer Journal and that a meeting had been held with Rebecca Rose (RR) of Black Letter, DP and Senior's account manager. A further meeting had been scheduled to discuss and finalise the details. It was agreed that if the quote provided was competitive and if RR was content with working with Senior, the quote should be accepted.
8	Operations Report
8.1	CG reported that she was delighted to confirm that the Master of the Rolls had accepted the invitation to make the key note address at the London Annual Conference on 25 November.
8.2	DP confirmed that she would be visiting the proposed venue in the following few weeks.
8.3	It was confirmed that the event would not be screened live and the maximum capacity at the venue is 120 (including speakers).
9	Email received from a member regarding status under GHRs
9.1	DC referred to his experience as a member of the committee looking into guideline hourly rates and stated that whilst on the committee he raised the point that ACL would like to have costs lawyers included within the categories in the guide. His understanding was that costs lawyers' rates would be available at B and C grades, subject to the complexity of the work and they are not entitled per se to grade B or C status just based on their experience or length of qualification.
9.2	DC reported that he felt it unlikely that Costs Lawyers could be noted on the N260.
9.3	DC agreed to reply to the email from the ACL member.
10	Email from a member re SRA Professional Conduct Rules
	The content of the email was discussed and it was agreed that FK will email to seek clarification on some of the points raised in the email and provide a response.
11	Any other business
11.1	Ahead of the meeting, confirmation of the terms of office for each council member was circulated. CG stressed the importance of succession planning and a discussion followed.
11.2	FK confirmed that it was his intention to step down in November but he would be flexible on timing if needed.
11.3	AG said that whilst he would be prepared to be co-opted for a specific purpose he would not put himself forward for a further term. CG stressed that it was particularly important that a plan was in place in order to satisfy the LSB.
11.4	DC confirmed that whilst he would be happy to provide assistance to the council once his term ends as he would not hold a practising certificate in 2022 and would therefore not be eligible to stand for election as a full council member.
11.5	The question of when to seek nominations for the position of Chairman was raised and it was

11.6	agreed to carry this forward and add to the agenda for the October council meeting. Discussion took place regarding whether the ACL articles, which have not been changed for 10 years, should be reviewed to see if they are still fit for purpose. AG expressed caution about reviewing articles so close to the appointment of a new Chairman in 2022. It was therefore agreed that the articles should be reviewed at a further date.
11.7	DC referred to an email from Hook Tangaza regarding the draft articles for ACLT and said there was a fundamental issue with the objects, which were finely defined. He observed that the objects effectively meant that ACLT could not do anything other than running the course and questioned if the intention was to be so restrictive. JR clarified that once the Board was in place, they could draw up a business plan for sanction by ACL. JR made the point that the articles needed to be voted on within 28 days. It was agreed that JR would make initial amends for circulation in turn to all council members.
12	Date of future council meetings
	Thursday 7 October 11am Friday 5 November 11am 10 December – in person (London) The meeting finished at 4.10pm