

Minutes of the ACL Council Meeting
held on 17 October 2019
at the Hotel Indigo, London EC3N 1LS



Council members present: Claire Green (Chairman) (CG), Stephen Averill (SA), Derek Boyd (DB), Paul Bracewell (PB) (by phone), David Cooper (DC), Adam Grant (AG), Francis Kendall, Vice-Chairman (FK), Jack Ridgway (JR), Natalie Swales (NS)

Also present: Kirsty Allison (KA), Head of Education
Diane Pattenden (DP), Head of Operations

The meeting started at 1.05pm

Item	
1	Welcome and apologies
	CG welcomed all to the meeting.
2	Minutes of the council meeting held on 18 September 2019
	The draft minutes were approved without amendments or redactions for the website.
3	Actions arising from the council meeting held on 18 September 2019
3.1	Each point on the action list was reviewed and updated.
3.2	Discussion took place on the ACL response to the CLSB Consultation on regulation. It was suggested that AG should write to members to encourage them to respond and to let ACL know if they have any specific concerns.
3.3	The need for the CLSB and ACL to have a 'disaster plan' was discussed. Such plans were considered to be essential. DC/PB to consider and collaborate with the CLSB.
3.4	JR reported on the work he and NS had been doing regarding the exclusions on insurance policies. It was agreed that the next step is to contact insurers.
4	Chairman's Report
4.1	CG reported that the meeting with the Institute of Legal and Financial Management scheduled for 17 October had been cancelled but will be re-scheduled.
4.2	CG reported that she had received an invitation from the LSB to a stakeholder event on 29 October. She felt that there should be representation from ACL. FK said that he was available and happy to attend.
5	Education/new course update
5.1	KA reported that the documentation for the new course was close to being finalised and there was a very healthy level of interest in the course. It was agreed that the cut-off date for applications should be 29 November 2019.
5.2	KA advised that she was providing some training, via Go To Meeting for a set of chambers and that she was aiming to run a CPD course on negotiation assessment towards the end of the year. Other CPD courses are planned for early 2020. KA/DB will discuss CPD courses further.

	FK excused himself from the meeting to take a phone call (2pm)
6	Update on the MoU/OP/CLSB
6.1	<p>AG has spoken recently to KW, CEO,CLSB. KW has asked if the Manchester Conference could be used as a fact finding opportunity to establish exactly what members do, via an informed set of criteria. Council members agreed that this was an important exercise. (FK returned to the meeting).</p> <p>Discussion took place on how delegates should be surveyed. KA suggested using survey monkey, using an iPad or using other software that was readily available. CG asked for council to email AG with suggested questions. DB/AG agreed to work on the draft questions. KA will also to provide some questions.</p>
7	PR update
	FK confirmed that a roundtable event was taking place later in the day and that a white paper would follow.
7	Manchester Conference/Open Forum
7.1	Speaker topics were discussed and finalised.
7.2	The structure of the members' open forum was discussed. It was agreed that in the interests of transparency it was an opportunity for members to speak with and ask questions of their representative body. Members will be emailed to ask for questions ahead of the forum.
8	2020 membership rates
	A full discussion took place regarding membership rates for 2020; particularly with reference to the different rates set for 2019. SA said he felt strongly that there should be one rate for all. DP will work with CS to provide council with projections based on a number of scenarios. These will be emailed to council members by 25 October.
9	Date of next council meeting
	The next council meeting will be held at 6pm on Thursday 14 November in Manchester. KA suggested that the January meeting is held on the same day as one of the student induction days so that council members can meet with new students.
10	Any other business
10.1	DP advised that staffing would be reviewed in light of the recent reduction in staff numbers.

There being no further business the meeting ended at 3pm