

Minutes of the ACL Council Meeting
held on 16 August 2019
at the Hotel Indigo, London EC3N 1LS



Council members present: Claire Green (Chairman) (CG), Derek Boyd (DB), 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 (items 1 – 4)
Diane Pattenden (DP), Head of Operations
Kate Wellington (KW), CEO, CLSB (item 3)
Matthew Aldous (MA), ACL Accountant (items 1 – 5)

The meeting started at 2pm

Item	
1	Welcome and apologies
1.1	CG welcomed all to the meeting.
1.2	Apologies were received from Paul Bracewell.
2	Minutes of the council meeting held on 9 July 2019
2.1	DC explained, for the benefit of the new council members that due to GDPR and confidentiality, redactions to the minutes for publication were sometimes necessary.
2.2	FK stressed to the new council members that Chatham House rules applied to all council meetings.
2.3	Redactions to the minutes to be published on the website were agreed.
3	Introduction to the Kate Wellington
3.1	Kate Wellington, the recently appointed CEO of the CLSB, joined the meeting and was introduced to attendees.
3.2	KW thanked the council for inviting her and giving her the opportunity to meet everyone. She spoke of her vision for the future role of the CLSB and her desire for greater collaboration with the ACL and other stakeholders.
3.3	KW said that a key aim was to establish a viable route of entry into the profession as soon as possible.
3.4	Building on discussions at the recent CLSB board meeting, CG suggested it may be helpful to get some case studies from members to try to better understand the risks to members of the public. CG said that one area that she would like to investigate is insurance, owing to the risk that many claims are voidable due to exclusions and expressed concern that some independent members are not as fully covered as they think. KW said that this was a good example of where ACL/CLSB can work together to benefit both Costs Lawyers and their clients.
3.5	Discussion took place regarding some members' concerns about a recurring issue across the market regarding payment and whether this is something worthy of investigation. KW suggested that evidence could be collated to show a trend and that such evidence could be shared with the SRA.
4	Education Update
4.1	KA advised that she has been working on several financial models with the ACL

	bookkeeper. Following the meeting with KW (15 August), she now has information that will enable her to provide more accurate projections. Revised projections should be available for the next council meeting.
4.2	DC asked if there had been any activity regarding the ACL Twitter account. KA said it would help to know more about articles that are being written for the press. Articles are currently uploaded to the website and KA will ask Black Letter to be included on the circulation list.
4.3	Following CG's request for him to act as Education Liaison representative on council, DB suggested meeting with KA to discuss the projections for the course. KA will set up a meeting once the new projections are available.
5	2018 Accounts/2019 Projections
5.1	For the benefit of recently appointed council members, MA gave an overview of the current financial structure of ACL and ACLT. A paper outlining this was circulated prior to the meeting.
5.2	MA asked, bearing in mind recent losses, if the council was prepared to take the potential commercial risk of running the training course. CG responded that it was the ACL's responsibility to provide a route of entry to the profession.
5.3	FK suggested that the next student intake was restricted in order to enable greater future stability. All agreed with this approach.
5.4	MA invited CG to sign off the 2018 accounts for ACL and ACLT in order that they could be submitted to Companies House. DC raised some questions on the accounts, all of which were answered in full by MA.
5.5	CG signed the 2018 accounts. These will be filed at Companies House.
6	Actions following the council meeting held on 9 July 2019
6.1	Council members worked through and reported on progress with the actions outstanding from previous meetings.
6.2	CG asked JR and NS to look into Professional Indemnity insurance.
6.3	AG advised council members that there was a current consultation on family procedure rules. CG felt that it was not something for council to consider but that the LAG should be invited to consider responding. AG will forward details to the LAG (SJ & RB) for consideration.
6.4	DP to forward AG's briefing note from 2018 to DB/NS for information.
6.5	CG raised the subject of regulation and a discussion followed. DP to forward recent communication between the LSB/ACL for information to DB/NS.
6.6	CG spoke of a report that was due in early 2020 commissioned by MoJ to look into the relevance of the Legal Services Act. She said that ACL should be aware of the impact that the outcome could have on Costs Lawyers. Council members all agreed on the need for regulation of the profession and FK said that he felt it relevant to note that there was an increasing amount of work from litigants in persons.
7	MoJ Invitation
7.1	Following an invitation from the MoJ to put forward a member to sit on the Honorary QC Selection Panel and council agreed to nominate a member.
7.2	CG asked all council members to respond to the current CLSB consultation on the practising fee for 2020.
8	PR Update
8.1	FK urged council members to adhere to the agreed schedule.
8.2	The roundtable has been agreed for 17 October, at Normanton Chambers.
9	Manchester 2019 Conference
9.1	DP advised that the date has been set for 15 November at the Crowne Plaza Hotel, Oxford Road.

9.2	Space on stage in the afternoon will be required for the mock assessment. Laptops will be used, therefore electricity points will be required.
9.3	The conference will be followed by an open forum for members. It was agreed that there would not be a need for formal minutes or notes but that the forum should be recorded.
9.4	The Forum will be reported on in the <i>Costs Lawyer</i> .
10	London 2019 Conference
10.1	DP advised that the Cavendish Venue, used in the last 3 years had availability on 26 June.
10.2	The Marriott, Regents Park was a consideration but due to the requirement for external AV, this would be a more expensive option.
10.3	Council members agreed to hold the event at the Cavendish Venue.
11	Operations Report
11.1	DP advised council that she had recently made a withdrawal on investments in order to cover running costs.
11.2	DP advised that the e-bulletin was due for a 'refresh'. DP and NR have given a number of comments to Archant and DP asked council members to let her know asap if they have any suggestions for improving the layout/design.
12	Date of next council meeting
	The next council meeting will be held in London at 2pm on 18 September. Venue to be advised.
13	Any other business
13.1	CG said she would like an understanding with council members that if they miss a certain number of council meetings they are asked to resign their position. DP said that in the past a similar rule has been made. DP/DC to check Articles Of Association and other council documents.

There being no further business the meeting ended at 4.35pm