

Minutes of the  
 ACL Council Meeting  
 held on 26 October 2018



at the office of Weightmans, Fenchurch Street, London

Council members present:                   Iain Stark, Chairman (IS), David Bailey-Vella (DBV), Paul Bracewell (PB) David Cooper (DC), Francis Kendall, Vice Chairman (FK) , Adam Grant (AG), Claire Green, Chair Elect (CG),

Also attending:                                   Diane Pattenden (DP), Head of Operations  
 Kerry Jack (KJ), Neil Rose (NR) for item 2 only

The meeting started at 12.30pm

Item	
1	Welcome and apologies
	IS welcomed newly appointed council member Adam Grant to the council and all council members to the meeting.
2	Presentation from Black Letter PR
2.1	KJ made the point that Black Letter’s rates had been held for a number of years but there would be an increase in 2019. Several options were presented to council following which it was agreed that the current arrangements would stand and the increase in fees was accepted.
2.2	KJ/NR talked through their proposal for a white paper on the first year of the electronic bill of costs. The idea was agreed in principle. It was agreed not to seek a sponsor for the white paper. It was also agreed that the roundtable should be held in September/October 2019. IS advised that to save cost, Weightmans could host the event in.
3	Minutes of the council meeting held on 7 September 2018
	The minutes of the council meeting held on 7 September were approved for publication on the website, subject to minor amendments.
4	Actions following the council meeting held on 7 September 2018
4.1	A revised action list was agreed.
4.2	Discussion took place on whether to reduce the frequency of the <i>Costs Lawyer</i> and the e-bulletin. PB suggested that if the <i>Costs Lawyer</i> was produced online it could include hyperlinks from articles. It was agreed that FK would advise NR of the intention that the <i>Costs Lawyer</i> should be completely digitised and that production (not editorial) of the <i>Costs Lawyer</i> in- house will be considered. FK to ask NR if he is aware of any appropriate software.

5	<b>KA's Contract</b>
5.1	DC advised that he and IS had met recently with KA to discuss the future of ACLT. A paper, outlining a number of options was circulated to council members prior to the meeting.
5.2	IS suggested that a revised role, to include additional responsibilities should be defined. Council members agreed that any new role should be on a 6 month trial, effective from 1st December 2018. DC will draft a letter to KA, for approval by council. DP to send DC a copy of KA's current contract. IS felt it was important for KA to report to a member of council during the 6 month trial. Council agreed that CG, as Chair Elect was the most appropriate person to take on the role.
6	<b>CLCA</b>
6.1	IS reported on some recent email communication between him and the CLSB regarding the tender process for the CLCA. IS stressed that regardless of who is appointed to deliver the CLCA, the course will belong to the CLSB. Council members agreed that ACLT would tender to be the provider of the CLCA.
6.2	It was agreed that the council would respond to the consultation (ends 21 November) and that DBV, CG, AG, PB and KA would meet in Manchester to discuss the response and draft the reply. The consultation response will be made available on the ACL's website. A note should be added to confirm that ACL/ACLT were not involved in the development of the CLCA.
7	<b>Confidential item</b>
	Confidential item redacted
8	<b>2018/2019 projections</b>
8.1	Projections were emailed to council members prior to the council meeting.
9	<b>2019 membership fees</b>
9.1	The paper, written by PB and circulated prior to the meeting was discussed. Membership fees were discussed at length and comments made at the General Meeting in February were considered.
9.2	It was agreed that the standard membership fee would be £390 paid by standing order in 12 monthly instalments of £32.50. A discount of £40 would apply to payments made annually in advance (ie £350 per year). For companies employing 5 or more costs lawyers the rate was agreed at £300. PB to write a covering email to be sent out with renewal invoices (email to be sent from IS). The email should refer to the General Meeting where members voted unanimously against opening up the membership.
10	<b>Member benefits</b>
	Prior to the meeting CG emailed council members with a paper on member benefits. CG will report back at the next meeting regarding further benefits that have been secured.
11	<b>Regional Group Meetings</b>
	It was agreed to move back the proposed Manchester and London regional group meetings to 30 January 2019. DP to check availability with Eversheds in London and Irwin Mitchell in Manchester.
12	<b>Operations Report</b>
12.1	Bookings are still being received for the London 2018 conference and the minimum number required by the venue has been exceeded.

12.2	Council members will meet in London on the evening of 22 November and hotel rooms will be booked.
12.3	PB will read out the names of those receiving their certificates at the conference.
12.4	DP to source new ID badges for council members
12.5	The matter of members receiving spoof emails from the ACL email address has been reported to the ICO. There is no suggestion that ACL's data has been hacked and the email provider (1 and 1) has investigated and confirmed that this was an incident of spoofing rather than hacking. Regrettably this means that the issue is likely to persist.
12.6	ACL PI cover has been renewed and includes cyber cover. DC /DP have reviewed the policy and believe that the level of cover is appropriate.
13	<b>Any other business</b>
13.1	It was agreed that an open forum for members should be held annually, the next being in May 2019 in London. IS confirmed that Weightmans could provide a room. DP to arrange for a 5pm start.
13.2	CG advised that v.18 of the electronic bill is available to upload to the website.
13.3	CG asked for agreement for the electronic bill working party to approach the SCCO with the suggestion that they organise a mock assessment. All council members agreed to this.
13.4	A recent article written by CG for the <i>Costs Lawyer</i> was edited without her approval, resulting in a change of meaning. CG highlighted the need to approve any amendments before print.
13.5	Professor Mayson is meeting with IS at Weightmans on 18 December for a review of legal services regulation. All council members were invited to attend.
14	<b>Date for next council meeting</b>
	The next council meeting will be held on 11 February.
	There being no further business the meeting ended at 5.05pm