

Minutes of the
 ACL Council Meeting
 held on 20 April 2018



at Weightmans, Fenchurch Street, London

Council Members Present: Iain Stark, Chairman (IS)
 Francis Kendall, Vice Chairman (FK), David Cooper (DC),
 Claire Green (CG), Steven Davies (SD)

Also in attendance: Kirsty Allison (KA), Head of Education
 Diane Pattenden (DP), Head of Operations
 Matthew Aldous (MA)

The meeting started at 1pm

Item	
1	Welcome and apologies
1.1	IS welcomed all to the meeting
1.2	Apologies were received from Paul Bracewell and David Wright
2	Minutes of the council meeting held on 16 March 2018
	The minutes of the council meeting held on 16 March 2018 were approved for publication on the website, subject to some slight amendments.
3	Actions following the council meeting held on 16 March 2018
	See attached list for carried forward and new actions
4	2017 Accounts / ACL and ACLT finance/ Reply to the LSB
4.1	In response to one of the questions raised in a recent letter to IS from the LSB on the security of ACL, MA confirmed that the financial security of ACL had been established in 2016/2017. He emphasised that by nature of the shared services of ACL/ACLT, there were intercompany balances and that the 2017 accounts will show solvency. (<i>Sentence redacted due to confidentiality</i>)
4.2	<i>Paragraph redacted due to confidentiality</i>
4.3	<i>Paragraph redacted due to confidentiality</i>
4.4	<i>Paragraph redacted due to confidentiality</i>
4.5	It was unanimously agreed to keep the existing structure and for a charge to be made from ACL to ACLT.
4.6	DC agreed to draft a response to the LSB and circulate to council for approval in time to meet the set deadline.
4.7	IS thanked MA for attending this part of the meeting, following which MA left the meeting.

5	Manchester 2018 Costs Conference update
	DP advised that bookings were lower than in previous years and suggested that in order to reduce costs, rather than using the external AV company's screens, set and projector, a substantial saving could be made by using the hotel's screens. Council members agreed with the suggestion.
6	London 2018 Costs Conference Update
6.1	DP advised that, subject to agreement, she would contract with the Cavendish Venue in central London, for the London Conference. Council members were all in agreement with the choice of venue.
6.2	It was agreed not to offer members the opportunity to book hotel accommodation through ACL but that links to hotels close by would be available on the booking page.
6.3	Rates were agreed. (Sentence redacted due to confidentiality)
7	Bill Format/Excel Training for members
7.1	Following feedback received at the bill format seminars, discussion took place regarding whether ACL should offer excel training to members. It was agreed to consider running two separate seminars; once for basic excel skills and another specifically for using excel with the electronic bill.
7.2	DP to run a poll on the website to establish interest. KA to pursue the idea of running the basic level course and to work with CG on the details for the more advanced course.
8	GDPR
	KA has put together a draft module on GDPR for students. IS asked that once this is finalised, a copy is circulated to all council members. DP said that she is looking at compliance issues for ACL/ACLT data with KA. KA/DP to take joint responsibility.
9	PR
9.1	FK to arrange a meeting with NR to review PR
9.2	FK asked for some support for checking e-bulletin content over the next three months. IS asked him to arrange for the draft articles to be circulated to all council members for the next three months.
10	Minutes of the ACL General Meeting held in February 2018
	A discussion regarding how to convey details of the General Meeting took place. All council members agree that the complete transcript should be made available on the website. It was agreed to put IS's statement, start and end times and the final result on the site – with a link to the full transcript.
11	Croner Advice Line
	Council members agreed to renew membership of the Advice Line.
12	CLT
	Council members agreed that the membership paid to CLT to enable members to receive discounts on CLT courses should not be renewed
13	DX
	DP advised members that the DX facility is several miles away from the office and rarely used for incoming or outgoing mail and asked council members if they had any objection to her closing it. There were not any objections.
14	Education Report
14.1	KA gave her views on how the course could be condensed and the running order changed

14.2	The CLSB has written to KA and SD, raising a number of questions. Council members agreed that SD should reply and provide a copy of the course proposal to the CLSB (SD to work on the reply with KA). Council members suggested he organised a follow up meeting between the CLSB/ACL and ACLT at the Manchester Conference.
15	Date of next meeting
	17 May 8pm – subject to confirmation DP to arrange dates for June and July. There will not be a council meeting in August.
16	Any other business
	There was not any other business
17	The meeting ended at 5pm