

## Minutes of ACL Council December 2016



(Approved at the council meeting on 27 January 2017)

Held at Weightmans, St Mary Axe, London

**Council Members Present:** David Wright (DW), Iain Stark, Chairman (IS), Francis Kendall (FK), David Cooper (DC)

**Also in attendance** Maurice Cheng, CEO (MC), Diane Pattenden, Head of Operations (DP)

**Apologies:** Robert Cook (RC), Steve Davies (SD), Jessica Swannell (JS)

Item	
1	The meeting started at 1200
2	Minutes of the meetings held on 27 October 2016
	The October minutes were approved subject to the following amendments: 1. (5.6) Paul Seddon and Claire Green have been invited, not David Cooper 2. (10.2) ACL will not nominate an assessor 3. (6.3) delete
3	Chair's report
	1. DP – schedule 2017 meetings - monthly. – First one for 2017 in January – see Megan Jackson re Iain's dates 2. Agreed just 2 full meetings a year – May and October 3. Positive move for ACL – IS as the 14 <sup>th</sup> Assessor. Remit to look at evidence and give a view from ACL. 4. MC to review code of conduct details for ACL Council.
4	PR
	1. lot of press activity in November 2. MC said it was becoming increasingly hard to write for the ½ page council update in the costs lawyer. 3. Discussion around whether to publish minutes on website. Agreed just minutes for the 2 full meetings on the website...update in costs lawyer about other meetings. 4. IS to write the update for January Costs Lawyer.
5	Policy
	1. All agreed to JS as Policy liaison on Council – with FK as a sounding board for JS. Need for close working between Policy and PR 2. DP to notify Jessica (copy in FK). 3. Jessica to map out responsibilities with Claire for meetings with stakeholders and to agree priorities. 4. DC ran through the Policy Report prepared by CG. 5. People are using the ACL Bill 6. IS to talk to Jessica re her role as policy liaison officer
6	Manchester Conference
	1. A summary of the feedback received from the October Manchester conference had been circulated prior to the meeting. Feedback was largely made up from comments from

	<p>delegates regarding there not being a hard copy delegate pack. Discussion took place around this and the conclusion was that there was insufficient negative feedback to justify printing packs in future and that delegates would get used to the fact that materials were available as a pdf only. All agreed - No packs for future conferences. However, DP would investigate the opportunities available for using a conference app such as Cvent.</p> <ol style="list-style-type: none"> <li>2. DP asked council for their view on holding an awards night for newly qualified costs lawyers, the night before the Manchester Conference. This was discussed at there followed a suggestion that the London Conference and Manchester conference dates were switched.</li> <li>3. Subject to a positive response from ACLT, it was agreed that the London Conference will be moved to September to tie in with the induction day and 'graduation ceremony'. Agreed to look at scheduling so that the graduation presentations were made at the end of the seminars on the Friday - say 4.30 – 5.15.</li> <li>4. Discussion re offering gala dinner to members at no cost took place. Concluded that budget would not allow for this. Discussions did not fully conclude on whether a reduction in members' rate for the gala dinner would be made on the basis on ACL's 40<sup>th</sup> year. However, IS confirmed that the venue would need to seat 300 maximum for dinner.</li> <li>5. The Manchester conference will be moved to April (avoiding Easter) one day conference only . DP to look at costs options - Manchester conference centre v Hilton/Radisson</li> </ol>
7	Operations
	<ol style="list-style-type: none"> <li>1. Progress is being made on website. DW to email link to council members to ask them to do some writing/reviewing.</li> <li>2. DP raised question of how it is ensured that the costs directory is maintained. MC suggested Lexis may be able to help. MC to arrange for DW to meet.</li> <li>3. Renewals: No rate change on 2016.</li> <li>4. IBC Costs Conference – 2<sup>nd</sup> Feb – David Cooper will attend (free place offered as IS is speaking at the event)</li> <li>5. DP to send Neil Linda Dickinson's comments on benefits of being a member – should he wish to publish them.</li> <li>6. Shilpa Shah, Barrister at Ropewalk Chambers has recently emailed with very positive comments re the Association – DP to invite her to speak at Manchester.</li> <li>7. DP - Add contact details for Affiliate members to website. – signpost forums to Affiliates.</li> </ol>
8	Finance & Governance
	<ol style="list-style-type: none"> <li>1. Need 2017 budgets. MC will produce draft budgets with KA/DP/Claire Stephens (bookkeeper)</li> <li>2. 2016 Accounts to be circulated to members asap</li> <li>3. With immediate effect, only minutes from the 2 main council meetings each year to be published on the website.</li> <li>4. FK term finishes December 2016 – re-election to be held</li> </ol>
9	ACLT Board Chair
	<ol style="list-style-type: none"> <li>1. MC has briefed a consultant to find ACLT Lay Chair. Need to decide salary. IS said it should be in line with the payment made to the Chair of the CLSB. Short list by 1 Jan with intention of appointing mid to late January. Interview panel needs to be agreed.</li> </ol>
10	Consultation on expansion of membership
	<ol style="list-style-type: none"> <li>1. Following discussion it was agreed to send the renewal notice asap and the consultation would be sent the week before Christmas. IS to write email re opening membership up to non-costs lawyers – the key message being that to survive the association needs to expand. The larger the Association the louder the voice.</li> <li>2. The close date for consultation responses to be received should be after members have received the Costs Lawyer. The Costs Lawyer is due to land 31 January.</li> </ol>

	3. If a vote of yes is the result – will need an AGM to change the articles
11	Date of Next Meeting
	27 January 2017
12	The meeting closed at 5pm