

Minutes of the ACL Council Meeting
held on 13 July 2020
 by Conference Call



Council members present: Claire Green, Chairman (CG), Francis Kendall, Vice Chairman (FK), Stephen Averill (SA), Derek Boyd (DB), Kris Kilsby (KK), Jack Ridgway (JR), Adam Grant (AG), Natalie Swales (NS),

Also present: Diane Pattenden (DP), Head of Operations

The meeting started at 11am

Item	
1	Welcome and apologies
	CG welcomed all to the meeting. Apologies were received from David Cooper (DC).
2	Minutes of the council meeting held on 11 June 2020
	The draft minutes of the council meeting held on 11 June 2020 were approved without amendment.
3	Actions arising from the council meeting held on 11 June 2020
3.1	The action list was discussed and updated.
4	Working Party Report on ACL/ACLT structure and relationship
4.1	CG thanked the working party for their revised report. She said that she had a number of concerns about some of the recommendations and invited council members to discuss the content of the report. A discussion followed and each recommendation was fully discussed. Due to the confidential nature of the discussion it is documented separately.
5	ACL/ACLT 4 year projections
5.1	CG raised a question regarding some of the costs projected for ACLT. DB informed council members that there were a number of items, tutor fees in particular, where significant savings have been made. DB will provide details of the savings.
5.2	FK reminded council members that the decision to re-open the training course was not a commercial one but because of the importance of having an entry route into the profession. He stressed that ACL was committed to training new students but this had a 'shelf life'. He also acknowledged that the working party had achieved its objective but that there needed to be sensible and realistic discussions about the future. He said that the ACLT projections needed to be discussed and fully understood. It was generally agreed that this was the responsibility of the directors, NS and DB.
5	Manchester Conference
	DP advised council that with social distancing measures, the venue originally planned was now too small and council members agreed that there may still be a reluctance by many to attend this type of event even later in the year. Discussion took place regarding the possibility of holding a virtual event. DP will look into options and report back at the next

	council meeting.
6	In House training for costs firms
6.1	A discussion took place regarding a request to offer in-house training (online). DB reiterated his view that training should be inclusive and felt it was a way to attract members. SA agreed that ACL should offer training to those outside the membership but that ACL members should benefit from a reduced rate. JR stated that it was in the interests of both companies to provide such training. He added that this should not be seen as setting a precedent. CG said that her vision had always been that training would be inclusive but that there should be a team of trainers. FK said that, as an ACLT Director, he would not disagree with providing training to non-costs lawyers. However, he said he felt that as a costs lawyer, training non-costs lawyers in how to undertake the functions of a costs lawyer did not sit well, could jeopardise the profession and was not in the interests of members. DB challenged this, saying that the training being asked for was more about showing people how the electronic bill operates and the mechanics of preparing the information.
6.2	Following a full discussion it was agreed that the training should go ahead, a caveat to this being that a costs lawyer should attend the training. NS and FK suggested that a skeleton of the training should be agreed by council in advance. CG asked DB and NS to ask KA to circulate the outline of the proposed training, together with timings. FK suggested that the pricing structure should be a flat fee for delivery rather than a rate per delegate. It was agreed that DB /NS would provide a skeleton of the course and a pricing strategy for CG and FK to review within a week.
7	Policy Report
	AG reported that a policy/regulations sub-committee had been formed comprising JR/KK/DC. He said that he would circulate minutes from the first meeting of the sub-committee and asked council for terms of reference. AG said one of the first things the committee wanted to do was set up a schedule to include activities and deadlines, together with a manual of policy documents to include code of conduct/register of conflicts etc. AG said that he would also like to have a structure in place for the process of responding to consultations.
8	Date of next council meeting
	The next council meeting will be held by conference call on Monday 17 August 11am.
8	Any other business
8.1	CG reported that she had received a letter from the MoJ – inviting her to a meeting to consider the impact of the covid-19 situation. All council members agreed that she should register to attend. There being no further business the meeting ended at 1.25pm.