

Minutes of the ACL Council Meeting
held on 14 September 2020
 by Conference Call



Council members present: Claire Green, Chairman (CG), Francis Kendall, Vice Chairman (FK), Stephen Averill (SA), David Cooper (DC), 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
1.1	CG welcomed all to the meeting
2	Minutes of the council meeting held on 17 August 2020
	DC suggested making it more clear in the minutes who people, other than council members, were. Subject to putting such names in full, the minutes were agreed as being an accurate reflection of the meeting.
3	Actions arising from the council meeting held on 17 August 2020
3.1	The action list was discussed and updated.
3.2	It was agreed to add member benefits and subscription rates for 2021 to the agenda for the October meeting.
3.3	Council members were asked to provide feedback to JR on the draft email to members regarding indemnity insurance policy exclusions.
3.4	DC will report back following the GHR meeting on 13 October.
3.5	FK will respond to outstanding emails from members regarding CPD provision.
4	Increasing membership
4.1	Council members had provided their ideas ahead of the council meeting for increasing membership. CG commented that there were some common threads in the replies but she needed to give more thought to the issue. It was unanimously agreed that any ideas that are proposed must be put to members. A discussion took place on the merits of enabling non-qualified costs professionals to become members. DP will locate the minutes relating to the proposal some years ago and forward to CG who will provide a paper on her suggested approach to council members ahead of the next meeting. CG said she felt ACL should be trying to attract costs draftsmen to the Association but acknowledged that at the moment, the bye laws didn't allow for it. It was recognised that there were conflicting views within the membership on the issue.
4.2	A discussion took place regarding the promotion of the profession to schools and universities and in particular targeting careers advisors. It was agreed that this would be further discussed at the October council meeting.
5	Education Report

5.1	NS reported on the recent education executive meeting and sought approval on the draft letter of appointment and the management board role specification. It was agreed that further consideration was required before finalising the document. NS agreed to discuss the concerns with the executive committee and suggest referring to a member of the board throughout the appointment letter, rather than executive director. The reference to contract of services was discussed and it was agreed that it should be removed. JR suggested that point 10 may need to be expanded. All agreed. NS will discuss the suggested amendments with the education executive and email the final version to council members for approval.
5.2	The issue of marketing the ACLT Training course was discussed. FK suggested that contact is made with larger employers to encourage them to put forward new candidates for the training course in January. NS will discuss an approach with the executive and put together some wording for an email to employers.
5.3	NS said 2 people have expressed an interest in sitting on the ACLT management board. A discussion about the number of people required for the board took place. JR suggested names of some costs lawyers to approach as potential board members. NS will discuss this with the ACLT Head of Education (KA).
5.4	ACLT costs savings for 2020 were provided to council members ahead of meeting and council members questioned the reasons behind some of the savings. NS will discuss the reasons with KA and feed back to council members.
5.5	NS asked CG what level of information was required from the education executive for the budget and viability report for 2021. It was agreed to pass the revised projections to the ACL accountant to produce the report in the same format as in previous years. NS will discuss this with KA.
5.6	CG brought to the attention of council Derek Boyd's recent resignation from council and acknowledged his assistance and support. CG will write to DB to thank him for his valuable input on council.
5.7	It was agreed that DP would email members to start the nomination process for the vacancy on council.
5.8	NS confirmed she is happy to continue in her role on the education committee without the support of another council member sitting on the executive.
6	Seminars and conferences for 2020/2021
6.1	The idea of running an online conference on 13 November in place of the previously scheduled Manchester conference was discussed. It was agreed to run an online event to enable members to gain 4 hours CPD. CG will put together a list of speakers to approach. FK emphasised that delegates must have their camera on for CPD to be valid. Subject to costings, it was agreed the rate charged should be in the region of £150.
7	Judicial Review Challenge by the Law Society
	KK confirmed that since the last meeting he has had some helpful discussions with Bob Baker (BB), co-chair of the ACL legal aid group. He advised that within the ACL LAG there was some division about how involved ACL should be with the judicial review. CG said that she felt that for the good of the membership, it was something that ACL should be involved with. It was agreed that KK would contact Richard Miller at the Law Society to ask for details of the review. KK will also contact Kathy Wong (cc BB) to confirm that ACL will be approaching the Law Society. FK suggested adding that in principle ACL would be happy to support the right type of application.
8	Policy report

8.1	AG confirmed that he is awaiting the final consolidated copy of the MOU and operations protocols from the CLSB.
8.2	DC confirmed that the next meeting on guideline hourly rates is due to take place on 13 October, at which it is hoped there will be a consideration of the material that has been submitted. He confirmed that he had no recent no update as to how things were progressing in terms of the flow of responses. CG suggested including a reminder of the deadline to members in the next e-bulletin. DP will liaise with Neil Rose on this.
8.2	CG said that Paul Seddon (PS) has asked if the ACL council had any contacts in the MoJ dealing with consideration of pending fixed costs in the fast track. DC said he would discuss this with one of his contacts and pass on the information to PS.
9	PR report
9.1	Nothing to report
10	Operations Report
10.1	DP updated council members on the amount currently held in investments and sitting in current accounts and advised that there would not be any need to make any withdrawals from investments before the end of the year.
10.2	Following a request from a member of the Cambridge University Pro-Bono Project, it was agreed that a questionnaire could be circulated to members.
10.3	DP asked council members if they felt there was a need to review the website as there were some sections that were now out of date. CG will review the process for maintaining some of the sections.
10.4	DP confirmed that 3 email responses had been received following the email to members inviting them to register to deliver CPD training. CG suggested sending another reminder to members. FK felt that the focus should be on the November online event but agreed that there was merit in sending a reminder to members.
11	Any other business
11.1	CG informed council members that she had been invited to attend an online seminar on 17 September with the Lord Chancellor under Chatham House rules about the effects of COVID on the legal profession. There is an opportunity to raise questions and CG asked council members to email her if they wanted her to put forward any questions.
11.2	SA asked to record the Council's thanks to DB who stood down on 11 September.
12	Date of next council meeting
	The next council meeting will be held by conference call at 11am on 15 October
	There being no further business the meeting ended at 13.10