



Council members present: Claire Green, Chairman (CG), Francis Kendall, Vice-Chairman (FK) David Cooper (DC), Kris Kilsby (KK), Jack Ridgway (JR), Adam Grant (AG), David Bailey-Vella (DB), John Pennington-Jones (JPJ), Victoria Morrison-Hughes (VMH) and Richie Young (RY).

Also present: Alison Hook (AH) and Nankunda Tangaza (NK) from Hook Tangaza.

Apologies: Natalie Swales (NS) and Diane Pattenden (DP)

The meeting started at 11.00am

Item	
1	Welcome and apologies CG welcomed all to the meeting including newly elected members DBV, VMH, RY and JPJ. Apologies from DP and NS.
2	Presentation by Hook Tangaza AH and NT delivered a presentation to Council outlining the schedule for completing the work requested of Hook and Tangaza and indicated the anticipated timeframe. Work in relation to ACLT between now and September and for ACL September to November with a view to delivering the report and recommendations prior to Council's November meeting.
3	Minutes of the council meetings held on 13 May 2021 and 18 May 2021
3.1	The draft minutes of the council meeting held on 13 May 2021 were approved subject to revision of wording of Item 4. Suggested wording to be prepared by KK and circulated to members for approval and subsequent publication of the minutes.
3.2	Every council member had not yet seen the draft minutes of the interim meeting held on 18 May 2021. Approval of these is adjourned to the next meeting and DP will be requested to circulate the draft.
4	Actions arising from the council meeting held on 13 May 2021
4.1	The actions arising were reviewed, discussed and updated.
4.2	Specific items: (I) Regional meetings still under review with particular regard to publicising events. JPJ will provide a report of the meeting he attended to DP. (II) Cost Lawyer insurance. AG reported that the CLSB has expressed the view that it cannot compel Costs Lawyers to have a particular policy or specific cover for cyber risks. Research is ongoing. (III) VMH to prepare an article for the Costs Lawyer in relation to Cyber cover. (IV) CLSB to be given access to Members section on website to reflect openness and transparency with regulator. AG reminded Council of obligation to maintain oversight of CLSB.

5	Education update/working party report
	Concern expressed with regard to low student numbers and discussion took place as to possible options but it was agreed that further consideration must await the report and recommendations from Hook Tangaza.
6	Public Relations Report
	Consideration given to proposal to instruct Black Letter (BL) to assist and manage social media accounts and provide marketing support. The proposal presented by BL was considered constructive and financially beneficial. DP to be requested to review and report in relation to existing contractual arrangements with Archant and terms relating to termination.
7	Committees
7.1	Discussion took place regarding structure and membership of committees taking into account the newly elected members on Council.
7.2	It was agreed that the committees required and its members will be: (i) Education – JR, NS and VMH. (ii) Policy – AG, DC and KK (iii) PR and Marketing – DBV and RY (iv) Finance – FK and JPJ
8	Policy
8.1	New members to be provided with existing introductory documentation by DP.
8.2	The MOU and Protocol of CLSB needs to be reviewed annually. AG has done this and reported that it is working and no changes are necessary at present.
8.3	A suggestion has been made for formation of a focus group to consider changes, minor developments and diversity. Emphasis again on transparency. AG will review and consult with KW at CLSB to establish areas where support can be provided to CLSB by ACL.
8.4	AG reported that LSB is happy with ACL set up, structure and management but do seek clarification regarding contingency and succession planning. This will be reviewed with DP and report prepared for Council in due course.
8.5	AG advised that an invitation had been received via Bob Baker in the Legal Aid Group (as a member of the Specialist Practitioners Group of the Law Society) to attend an online focus group on Open Justice. AG was unable to attend the meeting but CG attended in his place. CG advised she attended meeting, but was primarily focused on criminal cases in magistrates/crown court and the listing of cases. Good contacts made with other attendees. Future meetings will hopefully cover telephone cover for hearings and in contacting the courts, which should be of some interest to members. CG feels it is positive development in raising ACL's profile.
9	Upper Tribunal Costs
	Discussion took place following enquiry from a member in relation to the issue of interest on costs awarded by a First Tier Tribunal. FK has reviewed the position and advised that the First Tier Tribunal-Lands Chamber does have power to award interest per paragraph 51 (A) of the Regulations issued on 21.07.2020 but which contains the interest provision added on 01.07.2013. FK and DBV will liaise and prepare a response to the member. It was considered that ACL are able to galvanise Costs Lawyers into action to seek clarification or changes but are not able to become involved in individual cases.

10	Operations Report
	Adjourned until DP available
11	Any other business
11.1	CG confirmed that DC's paper on the development of affiliate membership would be held in abeyance pending the report from Hook Tangaza.
11.2	CG Reminded Council members that Chatham House Rules apply until minutes approved for publication.
11.3	CG reported that KW will work with the Head of Education and Hook Tangaza in respect of the Audit Report being undertaken by CLSB.
11.4	FK reminded Council that in relation to mediators and the request to support a presentation by Kain Knight that CADR do provide free online seminars to members. In view of limited
11.5	number of Costs Lawyer Mediators and present take up this is not something Council can support. FK will contact Kain Knight. There being no further business the meeting ended at 13.00 hrs.
12	Date of next council meeting
	The next council meeting will be held by conference call at 10am on Friday 23 July 2021.