



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

Also present: Diane Pattenden (DP)

Apologies: Claire Green (CG), David Bailey-Vella (DBV)

The meeting started at 11.00am

Item	
1	Welcome and apologies
1.1	Apologies were accepted from CG and DBV. NS sent her apologies ahead of the meeting but subsequently (22 July) resigned from council.
1.2	In CG's absence FK agreed to chair the meeting and asked JR for a summary of the latest position regarding the Hook Tangaza proposal. JR advised that the education steering committee was in agreement with the proposal and action log. He confirmed that Hook Tangaza had been asked to prepare the documentation relating to the education board so that board members could be recruited. The board will consist of an independent Chairman and four Costs Lawyers, two of whom will be council members.
1.3	FK reported that NS had resigned from council and it was agreed to seek nominees for the vacancy.
2	Minutes of the council meetings held on 13 May 2021, 18 May 2021 and 25 June 2021
2.1	The amendment to section 4 of the minutes of 13 May was agreed and the minutes were approved subject to replacing reference to individual voting in item 4.6 with the outcome of the vote.
2.2	The minutes of the council meeting of 18 May were approved.
2.3	The minutes of the council meeting held on 25 June were approved, subject to replacing the initials KA with Head of Education.
3	Actions arising from the council meeting held on 25 June 2021
3.1	Item 4. There will be a meeting of the Yorkshire Regional Costs Group on 11 August. JPJ said he and other colleagues had not received an email regarding this. He will speak with his IT department to see if the emails had been marked as 'spam'.
3.2	Item 5. VMH reported that she is collaborating with a firm of insurers to help write the article on cyber related cover.
3.3	Item 10. It was agreed that notice would not be given until there is a clear timeline and understanding of how the new version of Costs Lawyer would be delivered. DP will set up a meeting with DP, RY, DBV and Black Letter to discuss the timeframes and details with a view to launching in January.
3.4	Item 14. FK reported that he had made an initial contact with the ACL member who raised a question regarding First Tier Tribunal costs and interests. FK will follow this up via a phone

	call during the early part of August.
4	2020 Accounts
	Prior to the council meeting, the 2020 final accounts had been sent to council members for information. In CG's absence, this item will be carried forward to the next meeting. FK asked council members to comment, or raise questions if they wished, by mid-August at the latest. The latest date for submission to Companies House is 30 September 2021.
5	Education update/working party report
	JR confirmed that the issue of students who had started Unit 2 but failed the Unit 1 exam had been discussed with the Head of Education and that arrangements had been agreed.
6	Policy Report
6.1	AG confirmed that he is working on the preparation of an induction pack for new council members.
6.2	AG reported that he has received a quality indicators discussion paper from the LSB and will report back to council once he has reviewed it.
6.3	The CLSB have launched a consultation on the practising fee for 2022. A brief discussion on whether it was necessary to seek the views of members took place and it was agreed that there was no requirement for this.
6.4	AG noted that the CLSB have published their business plans, budgets and accounts. He will review these with DC and KK and will report back to council.
7	Finance Report
	It was agreed to hold a conference call between FK/JPJ/DP in early August.
9	PR and Marketing
	RY agreed to read the draft for the e-bulletin each week and approve it for publication.
10	Operations Report
10.1	DP acknowledged that it had been agreed at a previous council meeting to hold an in person conference and reported that having spoken with a number of potential venues, hotels in general were not being flexible with their cancellation policies.
10.2	DP reported that the date of 19 November was on hold with a conference venue, which has the ability to live stream or switch to a virtual event should it be necessary. DP will continue to speak with alternative venues and prepare options ahead of a meeting to be arranged with FK/CG in early August.
10.3	The LAG are yet to confirm if they will hold a seminar in 2021.
10.4	ACL 5 year projections were circulated ahead of the meeting for information and will be discussed in detail at the meeting of the finance committee.
11	Any other business
	VMH raised the question of whether terms of reference for committees existed. DP to provide a copy of the terms of reference for several committees, drafted by the former CEO, to AG for the policy committee to review.
	There being no further business the meeting ended at 11.25
12	Date of next council meeting
	It was agreed that the August council meeting should be held after the Education Steering Committee had next met with Hook Tangaza. DP to confirm the date.