

Council members present: Jack Ridgway (JR), Stephen Averill (SA)  
David Bailey-Vella (DBV), Ian Curtis-Nye (ICN),  
Stephanie Donald (SD), Adam Grant (AG),  
Kris Kilsby (KK), Laura Rees (LR).

Also present: Diane Pattenden (DP)

The meeting started at 1pm

Item	
1	Welcome and apologies Apologies were received from VMH.
2	Minutes of the council meeting held on 28 February 2022 It was agreed that there was no requirement to redact 2.7 on the draft minutes. Subject to this change and changing 'recommendations' in 2.9 to 'decision', the minutes were approved.
3	Actions arising from the council meeting held on 28 February 2022 Actions were reviewed and updated
4	Chair's update
4.1	It was agreed that JR would resign (in writing) as Vice Chair of ACL with effect from 1 April and take over as Chair of ACL on the same date.
4.2	JR nominated SD as Treasurer. LR seconded this and it was unanimously agreed.
4.3	JR proposed that DBV and SA be appointed joint vice chairs, effective 1 April. ICN seconded the proposal and it was unanimously agreed.
4.4	It was agreed that the PR and Marketing committee would give consideration to additional speakers for the Manchester Costs Conference and liaise with DP.
4.5	It was unanimously agreed to nominate LR as Director of ACLT from 1 April. JR will confirm this to SH and seek the ACLT Board's approval.
4.6	JR reported that he was currently drafting a business plan which he hoped to be able to circulate in April. He added that he intended reviewing the composition of council and updating the Articles and Bye Laws later in the year.
5	Education committee report
5.1	LR summarised the report which was circulated ahead of the meeting. She highlighted that the proposed new course would need to be accredited within the next few months and there would be some tight deadlines to meet. She reported that there would be an intake of Unit 2 and Unit 3 students in January 2023 but the Unit 1 intake would be delayed to September 2023. It was agreed that this needed to be clearly articulated to prospective

5.2	students and LR will discuss the changes required to the ACLT section of the ACL website at the next ACLT board meeting.
5.3	LR reported that the ACLT Board were in the process of gathering information from employers who currently sponsor employees to undertake the qualification course.
5.3	LR stated that ACLT will be reviewing all regulations and policies in the next few months.
6	Policy Committee report
6.1	AG confirmed that he was in the process of handing over to ICN/KK prior to his term of office ending on 3 May. ICN will take over work on the assurance documents. KK will manage the consultation responses.
6.2	KK reported that there were two consultations that he would soon be looking at. The first was a consultation on proposals for fixed recoverable costs in lower value clinical negligence cases, closing on 24 April. The second was on a proposed e-bill for court of protection matters, closing on 31 May 31 May.
6.3	ICN and JR will agree policies, procedures and priorities for the policy committee.
6.4	SA asked for his thanks to AG for all his work for the policy committee over the last few years to be noted.
7	Finance Committee report
	A brief update was circulated to council members ahead of the meeting and there was nothing further to report or discuss.
8	P R and Marketing Committee report
	DBV reported that a meeting with Black letter and ALCT was soon to be scheduled.
9	Operations report
9.1	<i>SD apologised for having to leave the meeting due to a prior appointment</i> DP confirmed that a venue and AV company were on hold and subject to council approving the date of 1 July would be contracted with. Council agreed to the bookings and payment of deposits.
9.2	A discussion was held on the need for a professional photographer for the conference. This will be reviewed closer to the conference date.
9.3	DP reported that a 'save the date' note had been put on the website and as soon as further speakers were confirmed bookings will be opened.
9.4	The conference rates proposed by DP were agreed.
9.5	It was agreed to hold networking drinks after the conference closed. An £800 initial budget was agreed.
9.6	DP reported that a Yorkshire regional costs group meeting was being hosted by Clarion Solicitors on 28 April and that an email had been sent to members.
9.7	<i>Item redacted due to confidentiality</i>
9.8	DP confirmed that the new style e-bulletin/Costs Lawyer will go live on 7 April and that an email will be circulated prior to this to inform members. The question of for how long articles would be publicly available before being archived and available only to subscribers and members was raised. The PR committee will discuss this and agree parameters with the publisher.
9.9	<i>Item redacted due to confidentiality.</i>
9.10	DP provided an update on progress with staff recruitment. A discussion followed regarding the structure of the operations team. JR expressed a preference for 3 part time staff.
9.11	It was agreed that a working group (ICN/SA/DBV) would look at the CVs for the Head of operations role and DP would sit in on the first interview with one member of the committee.

<p>9.12</p> <p>9.13</p> <p>9.14</p> <p>9.15</p>	<p>This committee member plus one other member will conduct the second interviews.  <i>LR and ICN apologised for leaving the meeting to attend pre-arranged meetings.</i></p> <p>Discussion followed regarding contingency should the role of Head of Operations not be filled by the time DP had left the organisation.  <i>SA offered his apologies for having to leave the meeting.</i></p> <p><i>Item redacted due to confidentiality.</i></p> <p>It was agreed that DP should make enquiries regarding new office premises as a priority, initially for a short term lease.</p> <p>It was agreed that on DP's departure, JR would act as JG's line manager until a replacement Head of Operations was appointed.</p>
<p>10</p>	<p>Any other business</p>
<p>10.1</p> <p>10.2</p>	<p>There being no further business the meeting ended at 4.10pm</p> <p>The date of the next meeting will be confirmed.</p>