



Council members present: Claire Green, Chair (CG), Stephen Averill (SA)
David Bailey-Vella (DBV), Ian Curtis-Nye (ICN),
Adam Grant (AG), Kris Kilsby (KK),
Victoria Morrison-Hughes (VMH), Laura Rees (LR),
Jack Ridgway (JR)

Also present: Diane Pattenden (DP)

The meeting started at 2pm

| Item | |
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| 1 | Welcome and apologies |
| 1.1 | CG welcomed all to the meeting. |
| 1.2 | Apologies were received from Stephanie Donald (SD) |
| 1.3 | ICN apologised in advance that due to a prior appointment he would need to leave the meeting at 3pm |
| 2 | Education Committee Report |
| 2.1 – 2.6 | <i>Items 2.1 – 2.6 are confidential and have been redacted.</i> |
| 2.7 | The question of whether it was appropriate for JR to remain on the ACLT Board, when he took over as ACL Chairman was raised. JR confirmed that this had been considered and that his intention was to stand down from the ACLT Board in May, at which point LR would take over as a director of ACLT. |
| 2.8 | <i>This item has been redacted due to it being confidential</i> |
| 2.9 | CG stated that she could not support the decision of the ACLT Board and was therefore standing down as Chair with immediate effect. She thanked all council members for their help during her term of office. <i>CG retired from the meeting.</i> |
| 2.10 | Council members took a five minute break to consider the implications of CG's resignation. |
| 2.11 | JR proposed that he chaired the rest of the meeting. SA seconded the proposal which was unanimously agreed. |
| 2.12 | A discussion followed regarding the rules of the Association. |
| 2.13 | JR nominated himself as Vice Chair. VMH seconded the proposal and it was unanimously agreed. |
| 2.14 | DP was asked to contact CG to seek written confirmation of her resignation. |
| 3 | Minutes of the council meeting held on 28 January 2022 |
| | The minutes were approved as being an accurate account of the meeting. Redactions prior to publication were agreed. |

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| 4 | Actions arising from the council meeting held on 28 January 2022 |
| 4.1 | <i>ICN gave his apologies and left the meeting</i> |
| 4.2 | The actions were reviewed and updated. |
| 4.3 | JR removed a number of items on the list, most of which had been carried forward for many months and which JR advised he would cover in the business plan, leaving only the action points that could be completed in the short term. |
| 4.4 | Item 17 - LR provided a report on ACL membership prior to the meeting and highlighted the key points. VMH offered to speak with her contact at PIC for their view on ACL membership benefits. |
| 5 | Policy Committee Report |
| 5.1 | AG reported on progress with reviewing the ACL office function and his understanding of the service requirement from ACLT. He stated that tentative investigations had been made and it was clear that it was not an option to outsource the office function. |
| 5.2 | AG confirmed that a draft job description had been prepared and sought confirmation of whether the role was for a COO, CEO or Head of Operations. A discussion followed. It was acknowledged that the role needed to be 'hands on' but that the job holder needed to be able to make a significant contribution towards helping to shape the future and direction of ACL. JR suggested that a 4 day per week role should be discussed with a selection of recruitment agencies. |
| 5.3 | <i>Item 5.3 has been redacted due to confidentiality</i> |
| 5.4 | AG will circulate a draft role description to council members. DP will speak with a recruitment consultant regarding the title and job profile. |
| 5.5 | DP confirmed that all ACL documents and emails were held on the ACL PC hard drive and were fully backed up. |
| 5.6 | Following a discussion on the location of the office/remote working it was agreed that there needed to be an office base, even if there was a level of hybrid working. It was acknowledged that the new office location was likely to be in the same area as at present but it was agreed to fill the role before a final decision was made. |
| 6 | PR and Marketing Report |
| 6.1 | DBV confirmed that the last issue of the Costs Lawyer had been published and that Black Letter would take over the online version from 1 March |
| 6.2 | The e-bulletin will continue to be published by Archant to the end of March. |
| 6.3 | LR reported on a recent meeting with NR and that regular meetings with Black Letter have been set up. |
| 7 | Finance Report |
| | <i>Redacted due to confidentiality</i> |
| 8 | Operations Report |
| | It was agreed to reschedule the Manchester conference to June, depending on the venue's availability. DP agreed to contact speakers who had agreed to speak at the April conference. |
| 12 | Any other business |
| 12.1 | AG confirmed that his term of office would end in May and that he would not continue beyond that date. He would therefore be handing over his lead on the policy committee to ICN over the next two months. |
| 12.2 | A discussion on whether to invite nominations for new council members was held. It was |

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| 12.3 | agreed to delay this for 2 or 3 months. AG advised council members that he could not continue with his current high work load for ACL and that he would need to delegate some of his tasks. JR/AG agreed to have a conversation outside the council meeting to reallocate tasks. |
| 12.4 | <i>DBV left the meeting due to a prior engagement.</i> |
| 12.5 | AG will draw up a list of outstanding tasks to send to JR/KK/ICN. |
| 13 | Date of next council meeting |
| 13.1 | Tuesday 22 March – 1pm. |
| 13.2 | There being no further business the meeting ended at 4.40pm |