

Minutes of the ACL Council Meeting  
held on 28 January 2022  
by Conference Call



Council members present: Claire Green, Chair (CG), Stephen Averill (SA)  
David Bailey-Vella (DBV), Ian Curtis-Nye (ICN),  
Stephanie Donald (SD), 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 11 am

Item	
1	Welcome and apologies
1.1	CG welcomed all to the meeting.
1.2	Apologies were received from JPJ.
1.3	SA apologised ahead of the meeting that due to a prior appointment he would need to leave the meeting early (SA left immediately prior to 5.5).
1.4	VMH apologised prior to the meeting that she would be joining late (joining at 5.4).
2	Minutes of the council meeting held on 10 December 2021
	The minutes were approved as being an accurate account of the meeting. Redactions prior to publication were agreed.
3	Actions arising from the council meeting held on 10 December 2021
3.1	The actions were reviewed and updated.
3.2	Item 3 - DP to circulate DC's report on affiliate membership to new council members.
3.3	Item 7 - SA nominated himself to sit on the Finance Committee.
4	Education Report
4.1	JR reported that the first ACLT Board meeting had recently taken place and that KW (CLSB CEO) had attended the first part of the meeting. At the meeting KW confirmed that the CLSB would be issuing a further competency statement consultation.
4.2	JR stated that the key tasks for the ACLT Board were staffing/ resourcing and reviewing the course.
4.3	Item 4.3 is redacted due to confidentiality
4.4	Item 4.4 is redacted due to confidentiality
4.5	A brief discussion took place regarding the shared services detailed in the ACLT/ACL draft MOU and it was agreed that the shared services needed to be fully reviewed and defined.

5	Operations Report
5.1	CG reported that she had spoken with Hook Tangaza and a virtual resourcing company with regard to providing support when DP leaves but neither could offer a full solution.
5.2	ICN confirmed that he and AG had spent some considerable time defining tasks, looking at roles and considering the potential for outsourcing..
5.3	Redacted due to confidentiality <i>VMH joined the meeting (12.15pm)</i>
5.4	CG referred to a commercial proposal that had been circulated to council members by AG/ICN and suggested that a full proposal should be sent to Hook Tangaza to respond to by 4 February. <i>SA left the meeting at 12.20pm</i>
5.5	JR/ VMH will further consider the services required by ACLT from ACL by 4 February.
5.6	VMH suggested that the Head of Operation’s role is advertised at the same time as tenders for outsourcing are invited.
5.7	ICN raised the subject of new premises for ACL and DP confirmed that ACL had use of the current premises to 29 April.
5.8	AG/ICN agreed to finalise a role specification for the Head of Operations.
5.9	DP asked SD and LR to provide a photograph and copy for the ACL Council Member page on the website.
5.10	It was unanimously agreed that Costs Lawyers who sat their exam in December but received their results in January would be included with the 2021 qualifiers for the purpose of the 2021 Student Cup.
5.11	DP reported that space was being held at two venues in Manchester (The Lowry and the Radisson) for the proposed conference on 29 April.
5.12	CG raised the issue of resource in the two weeks prior to the event and a discussion took place as to the merits of postponing the event. It was generally agreed that the event should go ahead.
5.13	LR’s offer to provide cover to help with communications and the organisation of the event was gratefully accepted. SD said she was also willing to assist.
5.14	CG proposed that the Conference was held at The Lowry. All agreed.
6	Finance Report
	It was agreed that SA would sit on the Finance Committee.
7	PR and Marketing
	It was proposed by DBV that the revised proposal for the Costs Lawyer to be replaced by an online publication containing rolling content should be approved. This was unanimously agreed.
8	Policy Report
8.1	AG reported that there was an LSB consultation on ongoing competence closing on 7 March which ACL should respond to.
8.2	AG confirmed the next significant task of the Policy committee was to set out a robust structure and terms of reference for each of the ACL council sub committees. Committees were agreed as being :- <ul style="list-style-type: none"> <li>• Policy and Governance - AG/ICN/KK</li> <li>• Education – JR/VMH /LR</li> <li>• Finance and HR – JPJ/SA /SD</li> <li>• PR/Media –DBV/LR</li> </ul>

8.3	It was agreed that each committee should circulate a written update at least 2 clear days before each council meeting.
9	<b>Member Survey</b>
9.1	Prior to standing down as a council member FK had discussed the idea of a member survey with Black Letter. It was agreed that this should be revisited.
9.2	LR will compile a report on membership with recommendations
10	<b>Insurance for Governors/Directors</b>
	VMH raised the question of officers and directors insurance. DP will send copy of ACL/ACLT's insurance to all council members to review.
11	<b>Discounted membership for council members</b>
11.1	VMH suggested that there should be a fiscal benefit to council members and a discussion followed.
11.2	DP will circulate the 2012 consultation on changes to the ACL management structure to council.
11.3	AG will look into how CLSB board members are currently remunerated.
11.4	It was generally agreed that the membership should be canvassed for their views via a survey.
12	<b>Date of next council meeting</b>
	The next council meeting will be held at 2pm on Monday 28 February.
13	<b>Any other business</b>
13.1	JR reminded council members that under the current articles ACL needed to appoint a vice chair. It was agreed that AG would email council members after the meeting to ask them to consider taking on the role.
13.2	There being no further business the meeting ended at 13.25pm