



Council members present: Claire Green, Chair (CG), Francis Kendall, Vice-Chair (FK), David Bailey-Vella (DBV), David Cooper (DC), Ian Curtis-Nye (ICN), Adam Grant (AG), Kris Kilsby (KK), Victoria Morrison-Hughes (VMH), John Pennington-Jones (JPJ), 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	JPJ apologised for having to leave the meeting early and left at item 5.8
1.3	VMH apologised for having to leave the meeting early and left at item 6.2
2	Minutes of the council meeting held on 7 October 2021
	The minutes were approved as being an accurate account of the meeting. Redactions, prior to publication were agreed.
3	Actions
	The actions arising from the council meeting on 7 October were reviewed and updated.
4	Education Update
4.1	Items 4.1 – 4.4 have been redacted due to the discussion being of a sensitive and confidential nature.
4.5	After a full discussion and consideration of the risks, it was agreed unanimously that the viability report to the CLSB should be approved and there should be an intake of students for all units of the course in 2022.
5	Policy Report
5.1	AG thanked council members for their input into the CLSB competency consultation response.
5.2	AG reminded council that his term of office ended on 18 October and that as previously confirmed he was agreeable to being co-opted to May 2022 in order to ensure a smooth handover. Council members voted unanimously in favour of AG being co-opted.
5.3	AG confirmed that progress is being made with the policy manual.
5.4	AG suggested that a cloud based database for centrally holding and working on documents should be investigated.
5.5	AG raised the issue of whether separate ACL email addresses should be used by all council members. AG/ICN will meet with DP to discuss a number of things including information sharing and the use of 2 factor authentication for council members not using an ACL email

5.6	address. AG will arrange a meeting with CG/ICN/CLSB regarding pro bono
5.7	AG advised council members that the CEO of the CLSB had recently set up a company (Home Insurance Consumer Action) and asked if there was a potential conflict to consider. It was assumed that there would not be any conflict but agreed that CG would make an informal approach to KW.
5.8	CG reported that the CLSB have recently engaged the services of Hook Tangaza to undertake some work which should be completed by March 2022.
<b>6</b>	<b>Finance Report</b>
6.1	FK advised that the finance committee would meet with the ACL accountants and the ACL investment adviser in the next two weeks.
6.2	It was agreed to continue to circulate management accounts, to council members on a confidential basis, ahead of each council meeting.
6.3	FK confirmed that he would be standing down from council at the end of November 2021.
6.4	It was agreed that nominations should be sought to replace FK and for the current vacant position on council.
<b>7</b>	<b>PR and Marketing Report</b>
7.1	FK confirmed that BlackLetter were preparing a questionnaire for distribution at the conference.
7.2	KJ/NR have asked to meet with CG in January. CG will speak to KJ to see if this can be brought forward.
7.3	DP confirmed that Senior were currently in the process of finalising templates based on the visuals agreed with Black Letter and that these should be available via the administration site of the website within a few weeks.
<b>8</b>	<b>Operations Report</b>
8.1	DP reported that the conference was sold out and gave a breakdown of the categories of attendees.
8.2	A discussion took place regarding whether the 2021 student cup should be awarded at the conference. It was agreed that the student cup for 2021 would be presented at the spring conference.
8.3	DP reported that membership renewal notices would be sent out mid-November.
8.4	Redacted due to confidentiality.
<b>9</b>	<b>Date of future council meetings</b>
	Friday 10 December – 11am by conference call
<b>10</b>	<b>Any other business</b>
	FK confirmed that District Judge Besford's and District Judge Lethem's term of office as honorary vice president s originally ended in 2019 but were extended for a further 3 years to May 2022.  There being no further business the meeting ended at 1.20pm