

## ACL Council Meeting 26 August 2016



Held at the Offices of Weightmans LLP,  
33 St Mary Axe, London

Minutes approved at the council meeting held  
on 27 October

**Council Members Present:** Robert Cook (RC), David Cooper (DC), Jon Lord (JL), Iain Stark – Chairman (IS), Jessica Swannell (JS)

**Also in attendance** Maurice Cheng, CEO

**Apologies:** Francis Kendall (FK), David Wright (DW), Steve Davies (SD), Stephen Averill (SA)

Item	
1	The meeting started at 2pm
2	Minutes of the meeting held on 24 June 2016
	Minutes of 24 June 2016 were approved.
3	Chairman's Report
	<ol style="list-style-type: none"> <li>1. The Chair reported on his meeting with the LSB and subsequently with the CLSB Board. It has become clearly apparent is that the LSB are not happy with the CLSB and have in fact been very critical of that organisation. A deadline in October has been set to enable CLSB to sort out the problems. They must toe the line. There is real concern from CLSB that the LSB may be going down the direction of having just one single regulator.</li> <li>2. It may be necessary to clarify the position with regard to CPD requirements. Is this to remain as hours or to become outcomes based? The work of the CLSB does need to be more closely monitored in order to ensure that it is not in conflict with ACL</li> <li>3. Check with Claire as to who is now on the pro bono list. Where is this published? Obtain report on progress and development in respect of pro bono work. Mention was made of Freshfields which appeared to do pro bono work and have three costs lawyers.</li> <li>4. Jon Lord has stepped down from Council due to pressure of work, but has agreed to continue to represent ACLT on a seconded basis as an interim measure</li> </ol>
4	Policy
	<ol style="list-style-type: none"> <li>1. Discussion took place with regard to the issue of Lord Justice Briggs report and the issue of fixed costs. The emphasis from the point of view of the Association is to be in respect of "access to justice" on the basis that we are a representative body. Claire Green is to be asked to start putting together what she thinks the working party should look like. In view of representation on behalf of insurers it was decided that neither Iain Stark or David Cooper should be involved in this committee or working party.</li> <li>2. With regard to the London Cost Forum Wendy Popplewell will coordinate with Diane for arranging a meeting. This will not be CPD accredited.</li> </ol>
5	PR & Marketing
	<ol style="list-style-type: none"> <li>1. Jessica to contact Dominic Regan with regard to the arrangement for him to produce articles for the bulletin and journal.</li> <li>2. Consideration needs to be given to the issue of marketing support for ACLT: low student</li> </ol>

	numbers this year may be reflection of weak marketing
6	Operations
	<ol style="list-style-type: none"> <li>1. Council meeting - 27<sup>th</sup> of October 2016. Start at 11 AM . Plan and structure will include report from PR, education (they need to decide what they need to provide in respect of certain scenarios and have this ready for October) Certain documents may may need to be prepared.</li> <li>2. Website - Web editor or Webmaster? To have a full-time employed person will cost extra. At present TC is undertaking much of the work and is available to continue with some extra hours being allowed. This was discussed and it was decided to permit her to work extra hours as Diane considers necessary in order to deal with issues relating to the website. It will be necessary to consider the 2017 budget in relation to any additional costs that may arise.</li> <li>3. With regard to the Council meeting to be held in Manchester Kirsty plus John to attend the council meeting. It is suggested that there is the stand for education at the conference. Claire Green plus Kirsty to be at the conference ( Claire not at council meeting)</li> <li>4. Request was made for authority to acquire new photocopier and this was authorised.</li> </ol>
7	Finance & Governance
	<ol style="list-style-type: none"> <li>1. Report delivered. A list of the contracts was provided in order to illustrate the position and variations in the various contracts in place.</li> <li>2. Discussion took place with regard to the cost for the conference and it was decided that an early bird discount should be provided to members but it should be open to non - members to attend upon paying the full price. One suggestion was also to provide some encouragement by offering “bring a non-member and win a bottle of champagne”</li> <li>3. There is still concern with regard to low student intake which has an effect on the budget. Management accounts are considered.</li> <li>4. It was decided that under the Articles of the Association it is necessary to have a Treasurer. Robert cook agreed to undertake this task and was duly appointed. He will need to undertake a training course which will be paid for by the Association.</li> </ol>
8	Education
	<ol style="list-style-type: none"> <li>1. CLSB has approved the amended exemption policy. The accelerated qualification for qualified lawyers will proceed.</li> <li>2. Webinars are being organised.</li> <li>3. The management board has been constituted an interim basis to include Philip Robotham and Lewis Thomson. Concern was expressed that there were not enough people on the board to do governance.</li> <li>4. Management accounts are being discussed in order that expenditure can be allocated appropriately between the companies.</li> <li>5. The issue of refunds and remissions was discussed. If someone leaves the course the position is no refund or remission.</li> <li>6. 31 students for the new intake. Uptake for retention units 2 and 3 are good. Questions have been raised by the finance committee which Kirsty will need to respond to. Rob will send over an email to her.</li> <li>7. Diane wishes to ensure adequate resources. Kirsty to be asked to provide a solution as to how work should be assigned.</li> </ol>
9	Date of Next Meeting
	23 September 2016
10	The meeting closed at 4.30pm