

Minutes of the  
 ACL Council Meeting  
 Held on 16 November 2017



Held at Weightmans, Fenchurch Street, London

(Approved by council on 14 December)

**Council Members Present:** Iain Stark, Chairman (IS), David Cooper (DC), Steven Davies (SD), Claire Green (CG), David Wright (DW) attended via phone link

Also in attendance Diane Pattenden (DP), Head of Operations

Apologies: Paul Bracewell (PB), Francis Kendall (FK)

The meeting started at 2.15pm

Item	
1	Minutes of the council meeting held on 28 September 2017
	1.1 The minutes of the council meeting held on 28 September were approved without change.
	1.2 Items 7.1, 8.1 and 8.2 to be redacted prior to publication on the website
2	Actions following the council meeting held on 28 September 2017
	See attached list for deleted, carried forward and new actions.
3	Education Report/CLSB Newsletter
	3.1 Discussion took place regarding the CLSB November newsletter. IS advised that members should write direct to the CLSB if they were not happy with the information being circulated by the CLSB.
	3.2 DC clarified that the CLSB is responsible for stipulating the requirements for qualification, the statement in the email did not reflect what was agreed at the CLSB board meeting and the CLSB had no authority to state that the ACLT could not run the course. In his opinion the CLSB could not suspend the course based on the finances of ACLT. Council members were in full agreement.
	3.3 IS said that CLSB had 'jumped the gun' with their statement of suspension. He agreed it was not within the remit of the CLSB to suspend the course but they should have planned a contingency for alternative routes to enter the profession should ACLT decide not to run the course for 2018.
	3.4 <i>Confidential item removed</i>
	3.5 IS said that unless there was a minimum intake of 45, the 3 year course was not

	<p>commercially viable and that as agreed at the council meeting in August, the role of ACLT was to run the course for current students and during that time should be looking at alternatives. CG advised that discussions between ACLT and the CLSB educationalist regarding restructuring the course to make it shorter for those with higher qualifications have been ongoing for 3 years.</p> <p>3.6 It was unanimously agreed that there needed to be a response to the CLSB and they should be invited to retract their statement. DC agreed to write a draft letter to be circulated to council members for approval. DW felt that if the response sent in is not accepted by the CLSB it should be escalated to the LSB.</p> <p>3.7 <i>Confidential item removed</i></p> <p>3.8 Discussion took place regarding whether the letters should be published on the Forum or members' area on the website. It was agreed that they would be published in the members' area of the website only.</p> <p>3.9 A brief discussion took place on cross qualification and whether CILEx for example will allow a costs lawyer to cross qualify. IS confirmed that KA should look at cross qualification.</p> <p>3.10 IS stressed that ACLT (KA) should be looking at courses for post 2020 . Proposals should be channelled through ACL for consideration prior to putting before the CLSB. SD to brief KA to propose alternatives for the course post 2020 at the ACL January 2018 meeting.</p> <p>3.11 Apprenticeships and the Trailblazer scheme were discussed and it was agreed that this was within the remit of the CLSB to progress</p> <p>3.12 <i>Confidential item removed</i></p>
4	<p><b>2017 Projected Accounts</b></p> <p>4.1 Projected accounts to the end of 2017 show a small profit to ACLT of £2,000 and a loss for ACL of £64,000. This is slightly better than forecast.</p> <p>4.2 It was agreed that the accounts should be put on the website with the minutes.</p>
5	<p><b>ACL/ACLT future/paper to members</b></p> <p>5.1 It was agreed that the paper to members regarding the future of ACL/ACLT should be finalised at the next council meeting and noted that the paper needed to be with members at least 21 days prior to the EGM. IS suggested that the paper is sent with the renewal notice. DP was concerned that this would delay the renewals being sent out. It was agreed that the deadline for receiving payment would be extended to early January to allow for the delay.</p> <p>5.2 The potential venue for the EGM was discussed. CG to ask her contact at the Law Society if one of their rooms could be used.</p> <p>5.3 For the purpose of planning, it is assumed that no more than 50 members are likely to attend and agreed that a Bill Format training session would be held immediately prior to the EGM.</p>

	<p>5.4 IS said that 2 key issues would be on the Agenda for the EGM:-</p> <ol style="list-style-type: none"> <li>1. The MOU between ACL and the CLSB</li> <li>2. Whether to open up ACL membership to costs practitioners and widen the scope of the Association.</li> </ol> <p>5.5 IS shared his view for how the current ACL logo could be adapted in line with the change in scope and new Association name. DP to have a new logo mocked up for the Association of Costs Lawyers and Practitioners.</p>
6	<b>Draft LSB Strategy and LSB Internal Governance Review</b>
	This was not discussed in any detail. Council members have a copy of the review and IS confirmed he has a meeting with Neil Buckley (LSB) early in 2018.
7	<b>PR Report</b>
	In the absence of Francis Kendall, PR was not discussed. DP to circulate a copy of the latest PR report to those council members who do not have a copy.
8	<b>Operations Report</b>
	<p>8.1 2017 London Conference</p> <ul style="list-style-type: none"> <li>• DP advised council members that profit for the London conference was in the region of £23,000.</li> <li>• Feedback was very good. 98% of attendees evaluated the Friday seminars as being excellent or good. The figure for the Saturday seminars was 94%.</li> <li>• Numbers for the gala dinner were disappointing and whilst there were 112 at the dinner, only 68 delegates attended. In financial terms, there was a loss of almost £6k on the dinner. This was partly down to the fact that a much larger attendance of newly qualified costs lawyers had been predicted.</li> <li>• Despite low numbers, Saturday seminars/Forum showed a profit. With 72 delegates, income was around £8,640. Hotel costs and AV amounted to £5,700.</li> </ul> <p>8.2 2018 London conference</p> <p>A brief discussion took place about the format of the 2018 London Conference including whether to hold networking drinks and canapes after the event instead of the gala Dinner. This will be discussed more fully at the December council meeting. Meanwhile DP will look at potential venues.</p> <p>8.3 Manchester 2018 Conference</p> <ul style="list-style-type: none"> <li>• The Hilton Deansgate has been booked for 18 May. Networking drinks in the Cloud Bar to be held immediately after the seminar.</li> <li>• <i>Confidential items removed</i></li> </ul>
9	<b>2018 Subscriptions</b>
	IS proposed that the subscription rate for members and Affiliates was increased to £200. CG seconded and council all agreed.

10	<b>New Format Bill training</b>
	<p>10.1 CG sought approval to set up user groups and provide some Bill training. It was agreed that the Technical Team would do this. Council all agreed that Bill training should be run on the same day as the EGM in February. The ACL Bill technical team led by DW will put together a course outline and will touch on both Bills.</p> <p>10.2 DP advised that she had received a request for a copy of the ACL Bill from a non-member recently. At a previous meeting it was agreed that access to the Bill should be restricted to members. Council agreed that restrictions should be removed.</p> <p>10.3 Neil Rose to be asked to put a note in the e-bulletin to remind members that the test version of the Bill is on the website (DP).</p>
11	<b>Date of next meeting</b>
	Thursday 14 December 2017
12	<b>Any other business</b>
	<p>12.1 DP said that she was keen to test the 'Poll Module' on the website. It was agreed to test the functionality with – 'Is being a regulated professional important to you and your business?'</p> <p>12.2 DP to pass on evaluation results from the London Conference to Neil so that he can include some soundbites in the e-bulletin.</p> <p>12.3 There is some concern that the case directory is regularly not as up to date as it needs to be. DP to establish how the case information is put together and add this as an item to the December Agenda.</p> <p>12.4 DP advised council members that she is aware of the EU's GDPR requirement which comes into force in spring 2018 and will ensure that ACL/ACLT complies.</p>
	The meeting ended at 4.45pm