

**Minutes of the ACL Council Meeting  
held on 29 November 2022**  
via Teams



Council members present: **Jack Ridgway (JR)**, Stephen Averill (SA), Julian Caddick (JC), Stephanie McBride (SM), Amy Dunkley (AD)

The meeting started at 10:00

| Item |   |
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| 1    | Welcome and apologies   |
| 1.1  | Apologies were received from David Bailey-Vella, Kris Kilsby, Victoria Morrison-Hughes, Laura Rees, Amy Dunkley and Carol Calver.<br>(DBV, LR, AD & CC Joined the meeting part way through)   |
| 2    | Minutes of the council meeting held on 3 November 2022  |
| 2.1  | It was unanimously agreed that the draft minutes of 3 November were an accurate reflection of the meeting. It was agreed that items 8.3 & 9.2 should be partially redacted before publishing on the website.  |
| 3    | Actions arising from the council meeting held on 03 November 2022   |
| 3.1  | Actions were reviewed and updated.  |
| 3.2  | VMH had asked for 'Free Access to Case Law' to be discussed following conversations at London Conference. Council discussed at length the availability of free case law. <i>Redacted due to confidentiality</i> . With the majority of members being employed by firms access should already be provided. CC to explore a discounted rate for external Cost Lawyers members with WestLaw. |
| 4    | Chairman's Report   |
| 4.1  | JR formally welcomed Stephanie and Amy to the ACL Council and provided an overview of council structure and responsibilities. JR confirmed intent to place Amy on the PR-AM sub-committee and Stephanie to join Finance / Operations.   |
| 4.2  | Business Review of 2022 – confirmation of policy and internal policy to be split leaving Policy to focus on external matters. JR requested feedback and confirmation on draft submitted to council.   |
| 5    | PR & Marketing Report   |
| 5.1  | DBV provided feedback on London conference – general feedback very positive, members pleased with a change of venue.  |
| 5.2  | CC provided venue specific feedback from Operations and improvements were discussed for the future.   |
| 5.3  | Discussion as to suitability of speakers and sponsors going forward – potential sight of presentations to council prior to the event and sponsors to attend for the entire event.   |
| 5.4  | Members requested more coverage on mediation which will be considered for future conferences.   |

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| 5.5      | Discussion on the use of Slido for Q&A Panel, positive response from members and council to use at future conferences and expand the use of overall.  |
| 5.6      | DBV gave an update on the upcoming website upgrade following a meeting with Operations and confirmed the rationale behind the changes proposed to modernise and simplify the experience for both the general public and members.                    |
| <b>6</b> | <b>Policy Committee Report</b>  |
| 6.1      | Policy Committee have completed hand over meeting between remaining Policy sub-committee members and Ian Curtis-Nye.  |
| 6.2      | ICN to arrange hand over meetings with CLSB and LSB to introduce KK and JC fully. Meetings to take place January.   |
| 6.3      | KK and JR held meeting with the LSB during November, discussing the future of the profession along with subsequent regulation. LSB very pleased with the improvements seen in the modernisation and management of the CLSB over the last 18 months. |
| 6.4      | <i>Item 6.4 redacted due to confidentiality.</i>  |
| 6.5      | KK has worked with CC on policy handbooks, KK had suggested the creation of a Directors Handbook for Council members based on the code of conduct available on website.   |
| 6.6      | CJC Consultation discussion following the re-opening. Was agreed the ACL should provide a supplementary response which Policy will provide by 15/12 deadline.   |
| <b>7</b> | <b>Education Committee Report</b>   |
|          | -Education report provided in advance-  |
| 7.1      | Head of Education role offered to Madeleine Jenness and verbally accepted. Level of candidates for the role was very strong.  |
| 7.2      | ACLT Budget for 2023 discussed and signed off. Slight increase has come from Business Development and Marketing which was deemed worthwhile.  |
| 7.3      | <i>Item 7.3 redacted due to confidentiality.</i>  |
| 7.4      | Encouraging numbers for enrolment into new course September 2023 – ACLT to confirm final numbers.   |
| 7.5      | <i>Item 7.5 redacted due to confidentiality.</i>  |
| 7.6      | Sarah Hutchinson (ACLT Chair) appointment renewal for 2023. JR recommended full approval, unanimously agreed by council.  |
| <b>8</b> | <b>Finance Committee Report</b>   |
| 8.1      | SA detailed meeting with CC for review of 22 budget to create potential 2023 budget. 2023 budget should be available early January. 5 year forecast to be reviewed to understand analysis behind suggested reducing member subscriptions.           |
| 8.2      | <i>Item 8.2 redacted due to confidentiality.</i>  |

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| 8.3  | Ongoing support of Operations in supplier analysis and improvements.  |
| 8.4  | SA highlighted to council the costs for Black Letter Communications to ensure full and complete use of their provision to the ACL.  |
| 9    | <b>Operations Report</b>  |
| 9.1  | CC reported circa 450 Membership renewal invitations for 2023 have been sent. Expectation that membership levels will remain static with some drop off, some returning. CLSB have advised a small drop in their membership renewal for 2023 – likely due to covid.  |
| 9.2  | <i>Item 9.2 redacted due to confidentiality.</i>  |
| 9.3  | JR reminded council that CC will liaise with the CLSB in January to cross reference renewal data to identify those with practicing certificates that do not have ACL membership and intention to email (through the CLSB) to discuss reasons behind this.   |
| 9.4  | AD provided feedback following her council appointment that colleagues had indicated a reason for not renewing being simple forgetfulness. CC to ensure lapsed data from previous years is reviewed prior to renewals to include any that may fall into this category.  |
| 9.5  | CC reported a high uptake of members wanting to join the Special Interest Groups. Council to agree Terms of Reference. JR suggested that whilst groups to be run by members with support from Operations a member of council to be part of each group – to be decided once groups are up and running during Q1 of 2023. JR to support until then. |
| 9.6  | CC provided an update on liaison with the LAG following a call with Bob Baker. LAG conference schedule agreed for 2023. The LAG also requires support from ACL Policy sub-committee to update their own constitution.   |
| 11   | <b>Any other business</b>   |
| 11.1 | (CC left meeting)<br>Council discussion regarding the end of CC probation period.   |
| 12   | <b>Date of next meeting</b>   |
| 12.1 | Next meeting scheduled for Wednesday 18 <sup>th</sup> January 2023 – 12:00 Midday at:<br>Thompsons Solicitors, 60 Church Street, Birmingham, B3 2DJ<br><br>There being no further business the meeting ended at 11:55   |