

Minutes of the
 ACL Council Meeting
 held on 7 September 2018



at the office of Weightmans, London

Council members present: Iain Stark (IS), David Cooper (DC), Francis Kendall (FK)

Attended via conference call from the office of Irwin Mitchell, Manchester Paul Bracewell (PB), David Bailey-Vella (DBV), Claire Green (CG), David Wright (DW),

Also in Attendance Diane Pattenden (DP), Head of Operations Matthew Aldous, The Laurel Partnership

The meeting started at 1pm

Item	
1	Welcome and apologies
	IS welcomed all to the meeting and congratulated CG on her appointment as Chair Elect.
2	Minutes of the council meeting held on 10 August 2018
	Amendments to the minutes of the council meeting held on 10 August were agreed for publication on the website.
3	Actions following the council meeting held on 10 August 2018
3.1	The action list was reviewed and amended.
3.2	DC will write to KA concerning her contract and reduced student numbers. There will be further discussion regarding ACLT at the next council meeting. KA will be invited to attend the next meeting.
3.3	The question of whether non-members should be able to attend regional group meetings was discussed and it was agreed that meetings should be open to all costs professionals.
3.4	It was agreed to hold a Manchester Regional Group meeting on the same day as a London group meeting during the first week of December. DW will establish if Irwin Mitchell can host the Manchester meeting. DP to contact Eversheds London to see if they would host the London meeting.
4	2017 Accounts
4.1	MA led council members through the draft accounts for ACL and ACLT. A note was made to show consistency between the ACL and ACLT depreciation policy for the 2018 accounts.
4.2	The 2017 accounts were approved by council members and signed off by IS. MA will submit them to companies house before 30 September.

5	LSB Stakeholder Event on Internal Governance
	CG attended the event on 6 September and gave a brief overview to council members. She will produce a full briefing note and circulate to council members.
6	CLSB's request to ACL to sell back shares
6.1	MA stressed that as a company cannot own its own shares there would have to be a new legal owner. MS advised that if ACL sold shares as an under value transaction, ACL could be liable for corporation tax.
6.2	Discussion took place regarding the request and it was agreed that an email should be sent to the CLSB to seek clarification before the next council meeting on three points:- <ol style="list-style-type: none"> 1. Who the CLSB is asking the shares to be sold to 2. Has the CLSB asked for a valuation of the shares to be undertaken? 3. Whether or not the £25,000 provided in 2013 ago has been utilised for the purpose of entity/ABS regulation
6.3	MA will also place a valuation on the shares and will liaise with PB re CLSB liabilities.
	Transitional arrangements for current students
7.1	IS advised that he had recently spoken with KA who was concerned that ACLT has made a commitment to students to enable them to complete the current course and that any restrictions regarding this needed to be articulated accurately and quickly. Two current students have requested to defer the course by one year due to maternity leave. KA has, in an email of 5 September to IS and CG sought an agreement to vary the time frame for students to complete the qualification.
7.2	IS read out the email, which proposed the following key dates <ul style="list-style-type: none"> • Resit period for any outstanding element on Unit 1: The academic year 2018-19 • Unit 2 to run in the academic years 2018-19 and 2019-2020. Resits of any outstanding elements must be taken during these periods. • Unit 3 to run in the academic years 2018-19, 2019-20 and 2020-21. Resits of any outstanding elements must be taken during these periods. Council are aware that the CLSB may vary the above and if any variations are proposed they will be considered. However, it was agreed that council could only make decisions on fact and not on what may happen in the future. Council agreed to KA's proposals which guarantee students the ability to complete the course, including the potential for re-sits.
8	PR Update
	It was noted that the PR updates were not circulated by Black Letter to all council members. FK will ask Black Letter to circulate to all council members in future and confirmed that the reports were also available on the ACL website.
9	Operations Report
9.1	DP advised council that the London conference venue was booked to 6.30pm and asked if this should be extended (at a fee) to 7.30pm. Council were in agreement.
9.2	Two dates are provisionally being held for the London 2019 conference; 7 and 14 June. Council members agreed that 7 June should be booked.
9.3	PI cover has just been renewed and there has been a 20% increase in the premium. The current policy does not include cyber cover but DP has asked for a quotation to include

9.4	<p>the extra over. DC has a copy of the policy for review.</p> <p>KA will run two new workshops in October; Negotiations and Assessment using the New Bill of Costs and an Advanced Bill Drafting Workshop. These will be trialled in London and each will be limited to 15 places.</p> <p>DW suggested that the workshops were videoed with a view to uploading them to the website as a member benefit. DP/KA to discuss further.</p>
10	<p>Date of next meeting</p>
	<p>The next council meeting will take place in London at 12 noon on 26 October.</p> <p>IS stated that the agenda would include:-</p> <ul style="list-style-type: none"> • KA's contract • ACLT • 2019 membership subscription rate • CLSB shares
11	<p>Any other business</p>
11.1	<p>As DW is not able to attend the meeting on 26 October it was agreed to seek nominations for his replacement on council in September rather than in October as agreed at the August meeting.</p>
11.2	<p>DW to consider if he will continue to help with the website.</p>
11.3	<p>DW to attend the November conference as a guest of ACL</p>
11.4	<p>CG questioned the need to continue with the new bill working party. It was agreed that the technical committee should remain.</p>
	<p>There being no further business the meeting ended at 2.50pm</p>