

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on  
Tuesday 10<sup>th</sup> July 2018 – 9.30 am to 11.30 am**

Present: Paul Seddon  
Rachel Perkins  
Bob Baker  
Steve Jepson  
Fran Rigo

Apologies: Saloud Zaman

**1. Chair position**

PS stood down as acting Chair. BB and SJ confirmed they would be joint co-Chairs. SJ will do an email/article for circulation to LAG/publication in CL magazine [AP1]

PS to forward LAG email details to BB/SJ [AP2]

**2. Outstanding Action Points from last meeting**

AP4 (May) – Communications ongoing – carry over to next meeting [AP3]

AP5 (May) – Circulation of email re Counsel's fees – PS to circulate [AP4]

AP6 (May) – CL deadlines – next deadline is 10.08.18 – SJ to obtain deadlines for rest of 2018 [AP5]

**3. SPG/CCCG dates**

18.07.18	CCCG	BB to attend
05.09.18	SPG	BB diarized/PS as stand in
19.09.18	CCCG	BB diarized/PS as stand in

**4. Autumn Seminar**

Speakers agreed. Timetable agreed. RP to email timetable [AP6]. BB to check timings with speakers and forward to DP upon approval. BB also to ask DP when materials required from speakers and advise speakers accordingly. DP to state in email that hard copies of materials will not be provided. [AP7]

Email to be sent to membership/delegates requesting questions for SB [AP8]. Questions to be forwarded to FR by Friday 24.08.18 and FR to forward to SB by Friday 31.08.18 [AP9]

Discussion regarding speakers/expenses. BB requested that a further meeting be called prior to seminar if necessary.

**5. Potential Stand at Seminar**

Vote taken and 3 members voted for. Conditions: This is a trial. Open to whoever wishes to pay for stand. Price agreed. BB to email DP re what we are required to provide for price [AP10]

**6. Times for tasks in CAG**

Discussion re results of survey. BB to report to SPG/CCCG/LAA [AP11]

**7. AOB**

None

**Next committee meeting – Monday 10<sup>th</sup> September (seminar).**

Actions from this meeting		Owner	By when
AP1	Email/article for LAG membership/CL mag	SJ	Asap
AP2	LAG Chair email details	PS	Asap
AP3	Committee communication investigations	SZ/PS	Asap
AP4	Circulation of email re Counsel's fees	PS	Asap
AP5	Obtain CL deadlines for 2018	SJ	Asap
AP6	Seminar timetable	RP	Completed
AP7	Check timings with speakers/forward timetable to DP/material deadline and advise speakers	BB	Asap
AP8	Email requesting questions for SB	BB/SJ	Asap
AP9	Collate questions and provide to SB	FR	24.08.18/ 31.08.18
AP10	Email to DP re stand	BB	Asap
AP11	Report to SPG/CCCG/LAA re CAG times	BB	Asap