

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on  
Tuesday 16<sup>th</sup> January 2018 – 9.40am to 11.40am**

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

**1. Spring Seminar**

PS advised that SB is confirmed as a speaker, but is still waiting to hear from JJ – therefore work on the assumption that JJ is not attending, until she confirms she is. PS to book SB train ticket **[AP1]**

Provisional timetable as follows:

09:30 – 10:00		Registration	
10:00 – 11:15	PS/BB	Housekeeping/Welcome followed by Bill preparation for family and non-family legal aid Court assessed bills	1:15
11:15 – 11:30		Coffee	
11:30 – 12:00	SJ	Criminal update/POCA	0:30
12:00 – 12:30	PS	Hourly rate/legal aid update including updated on 2018 civil contract	0:30
12:30 – 12:45	PS	AGM (LAG members only)	
12:45 – 1:30		Lunch (LAG members only)	
12:30 – 1:30		Lunch (non-LAG members)	
12:30 – 1:30	SB	LAA drop in session	
1:30 – 2:30	PS	Enhancements	1:00
2:30 – 3:00	BB	Court Assessment procedure	0:30
3:00 – 3:15		Coffee	
3:15 – 3:45	BB/SB	Court Assessment – how the LAA deal with it	0:30
3:45 – 4:45	RP/SB	LAA/Q&A	1:00
			<b>5:15</b>

15 mins to play with so can be added to either Bill prep or LA update and times varied accordingly.

PS to change banner on ACL website to include speakers/subjects and also to add “Legal Aid update including 2018 civil contract including assessment procedure” **[AP2]**

**2. New Committee**

4 of 6 current committed nominated themselves – BB/PS/RP/SJ.

1 new nomination

1 space – committee co-opted FR as didn’t realise needed to nominate herself again.

Next committee meeting – after seminar on 26<sup>th</sup> February – need to elect new Chair.

SB no longer on committee. PS to email her for Twitter account details and these should be recorded by the committee **[AP3]**

**3. Guideline times for tasks in CAG (LAA seeking our feedback)**

Discussion took place regarding figures provided by LAA – See attached note.

RP to give PS notes on procedure for POA for PC **[AP4]**

FR to draft questionnaire for membership and liaise with Kirsty **[AP5]**

**4. AOB**

None

**Next committee meeting – Monday 26<sup>th</sup> February 2018 @ 17.15**

Actions from this meeting		Owner	By when
AP1	Book SB train ticket	PS	Asap
AP2	Change information re Spring seminar	PS	Asap
AP3	Email SB for Twitter details	PS	Asap
AP4	Notes re POA procedure	RP	Actioned
AP5	Create Surveymonkey survey	FR	23.01.18