

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on
Tuesday 15th November – 9:15 to 11:35**

Present: Paul Seddon
Rachel Perkins
Linda Kann
Samantha Bagnall
Charlotte Flanders
Bob Baker

Agenda

- 1 – 2017 committee meeting dates
- 2 – Spring 2017 seminar/speakers/subjects
- 3 – Update re finance situation
- 4 – Articles for Costs Lawyer
- 5 – Outstanding issues on CCFS
- 6 – Election/constitution
- 7 – Checklists
- 8 – Update on Software provers
- 9 – Update from SPG/CCCG
- 10 – Response to LAA's guidance of Court assessed Bills/Audits/Enquiries re FOI request
- 11 – Website
- 12 – AP's from July 16 minutes
- 13 – Claim 1c
- 14 – AOB

1. 2017 committee meeting

RP to email committee for proposed dates. **AP1**

2. Spring 2017 seminar

RP to ask DP to make enquiries/get prices for Manchester/Birmingham for Mondays 13/20/27 March. **AP2** PS wants a short meeting on 13 December to sort seminar.

Suggested speakers include Costs Officer Edwards to speak on Court assessments and a speaker on Exceptional Case Funding. BB to check with both speakers for the suggested dates **AP3**. Carol Storer also suggested. LK suggested that another possible subject be "CCFS on CCMS". The seminar would also need to include the AGM.

3. Financial update

BB is still awaiting information from DP. BB will distribute upon receipt **AP4**.

4. Articles for Costs Lawyer

Steve Jepson has offered to do another article. CF has submitted article on September conference. It would appear that the CL mag has declined the article submitted by a member re the LALYs. PS to do a general update/save the date article to go in Jan/Feb edition. PS to do by early Dec **AP5**.

LK to check with Costs Lawyer Magazine dealines for December and January issues and relay to PS deadline for December to submit update article. Also LK to submit information on seminar at date of deadline for January issue (date and venue etc.) AP5a

5. Outstanding issues on CCFS

PS emailed membership on this yesterday. He confirmed that he is to attend a face to face meeting on this next week. It was suggested that he might liaise with David Smith on issues **AP6**.

6. Election/constitution

CF to redraft relevant section regarding suggested amendment to committee sitting for 2 years **AP6**. Timetable as follows:

- Membership to be emailed re vote to change to constitution 1.12.16 to close Thursday 22.12.16
- Notice for nominations w/c 9.1.17 finishing 09.02.17
- 2-week election 21.02.17 to 07.03.17
- New committee to start at seminar following AGM

PS stated he hadn't decided whether to stand as Chair next year – although he was happy to remain on committee and attend SPG/CCCG meetings.

7. Checklists

Again, PS emailed membership on this yesterday.

8. Update on Software providers

CF now advised that her bespoke software was now working with claim upload. However, she did advise on issues surrounding the test site. PS agreed to speak to CF's provider **AP7**

9. Update from SPG/CCCG

PS updated re contingency plans – the gateway is being closed and providers will need to get permission again and ring CST; 2018 contracts – PS would like to see a copy asap so committee can consider (especially) section 6.

10. Response to LAA's guidance of Court assessed Bills/Audits/Enquiries re FOI request

SB to continue with this without input of Claire Green as have had difficulties contacting her **AP8**

11. Website

PS and SB discussed a recent email from DP. PS to check for committee meeting minutes. PS to review whether separate page required for CCCG minutes. SB to write up introduction to LAG Forum page and request what is happening to current forum as many members use it as an information source **AP9**

12. Aps from July 16 minutes

Dealt with and carried over if necessary **AP10 - 13**

13. Claim 1c

PS advised that this appeared to have disappeared, and was happy to let it lie with the LAA.

14. AOB

None

Actions from this meeting		Owner	By when
AP1	Email re December and January meetings	RP	Completed
AP2	DP to make enquiries re location/date for Spring seminar	RP	Completed
AP3	BB to check dates with potential speakers	BB	ASAP
AP4	Financial information from DP	BB	ASAP
AP5	General round up article for Costs Lawyer mag	PS	Early Dec
AP6	Communicate with David Smith on CCFS issues??	PS	ASAP
AP7	Redrafting of suggested amendments to constitution; Email to membership re constitution/election	CF PS	End Nov 1 st Dec
AP8	FOI request	SB	
AP9	Website: CCCG page required? Legal Aid Forum?	PS/SB	
AP10	Email membership re Twitter account and info re spring seminar	PS	
AP11	Distribute CCCG minutes	PS	
AP12	Flag up contingency process for billing on CCMS training website – communicate as to change of contingency for live side	PS	Upon receipt
AP13	Circulate minutes dealing with roles and responsibilities	RP	Completed