

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on  
Monday 20<sup>th</sup> March 2017 – 5:20pm to 6pm**

Present: Paul Seddon  
Rachel Perkins  
Bob Baker  
Samantha Bagnall  
Francesca Rigo  
Steve Jepson (by telephone)

**Agenda**

- 1 – Welcome to new committee
- 2 – Roles & Responsibilities

**1. Welcome of new committee**

PS welcomed FR and SJ to the committee.

**2. Roles & Responsibilities**

PS agreed to remain as Chair, but advised that this would be his last year of doing so.

Discussions then took place, and R&R were agreed as follows:

Secretary	RP
Policy	PS/SJ/FR
Info	SB
PR	SJ/SB(twitter)
Finance & governance	BB

It was explained that it wasn't necessarily a position of one person, one role, more that a role could have several people, and a person could have more than one role. But the key role rested with the person(s) allocated to it, and the main responsibility rested with them. Also, if anyone required assistance with their role, the wider committee could be asked to assist.

A full committee meeting was arranged to take place on Tuesday 28<sup>th</sup> March at 9.15am

Actions from this meeting		Owner	By when
AP1	RP to prepare Minutes of today's meeting and circulate agenda for meeting on 28.3.17	RP	ASAP
AP2	PS to send joining details for video conference	PS	Monday 27th