

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on
Monday 26th February 2018 – 5:30pm to 6:20pm**

Present: Paul Seddon
Rachel Perkins
Bob Baker (by telephone)
Steve Jepson
Saloud Zaman

Apologies: Fran Rigo

1. Action Points from last meeting

AP1 – Twitter details – (post meeting note – RP has now obtained these).

AP3 – Monkeysurvey Monkey – PS/FR to update [AP1].

2. Roles & Responsibilities

Copies of the Roles & Responsibilities were handed to attending committee members.

PS confirmed that he was standing down as LAG Chair and that a new Chair would need to be agreed. RP agreed to stay on as Committee Secretary. Short discussion took place regarding other R&R and it was agreed to continue this at the next meeting.

PS agreed to try and arrange renaming of Costs Lawyer email address [AP2].

3. Meeting dates

Next meeting agreed for Tuesday March 13th at 9:30am. PS to organize and email joining details [AP3].

Next SPG is on 7th March – PS agreed to attend.

Next CCCG is on 21st March – PS/BB (either or both) agreed to attend.

Other committee members expressed an interest in attending. RP will circulate SPG/CCCG dates to all committee members.

4. AOB

None

Next committee meeting – Tuesday 13th March 2018 @ 9.30am.

Actions from this meeting		Owner	By when
AP1	Update re SurveyMonkey	PS/FR	Next meeting
AP2	Change costs lawyer email address	PS	Asap
AP3	Joining details	PS	Fri 9 th March