

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on
Tuesday 10th January 2023 at 8pm**

Present: Bob Baker
Paul Seddon
Rachel Perkins
Charlotte Flanders
Ann Henderson
Steve Jepson
Carol Calver (ACL head of operations)

1. Nominations/election

CC confirmed that 3 nominations had been received so far, all from current committee members. The remaining members were reminded that the deadline is 20.01.2023.

2. Spring Conference

Now that the ACL have released their events for the year it was decided to hold a conference in the “south” in the spring with a view to holding a further conference in the “north” later in the autumn. Speakers/content to be similar to CF’s recent event. Some suggested venues/figures had been provided by CC, but it transpired these were all on a Friday. Further information/investigations requested for Mondays 6th and 13th March. Discussion regarding attendees – hoped for around 50 paying delegates with a break-even figure of around 35. Discussion took place as to whether the event could be advertised to other groups such as LAPG/Barristers Clerks or in LAA comms. PS requested that advertising be by way of “personal” email rather than banner on weekly newsletter.

Discussion took place regarding venue and investigations were made regarding potential travel expenses required by LAA, and the possibility of event being streamed in the event of rail strikes.

CF agreed to contact potential speakers. CC agreed to request a session by ACL chair. RP reminded that AGM would be required.

Discussion regarding pricing – as in past would be in 3 brackets, members, non-members and students. Discussion about whether there could be an incentive by way of reduction on second and subsequent attendees from the same organization.

Matter carried over to next meeting once further investigations made by CC as to dates/venues. **[AP1]**

3. SPG/CCCG

Dates for 2023:

SPG	23/1/23 (extraordinary)	09/02/23	25/05/23	10/08/23	16/11/23
CCCG		08/03/23	14/06/23	13/09/23	06/12/23

SJ agreed to attend extraordinary SPG meeting with CF as backup.

PS agreed to attend Feb/March meetings with CF as backup.

AH agreed to possibly attend future meetings, following shadowing session.

Future attendees to be agreed after new committee elected. **[AP2]**

CF discussed the two-monthly billing meeting with LAA, and agreed that it should be proposed that these be reduced to quarterly.

4. Action Points from previous meeting

AP2 – ACL Website – discussion took place between PS/CC regarding this. PS to find all LAG emails since 2017 to be forwarded to CC for including in website. Discussion regarding proposed update of the ACL website in general. **[AP3]**

AP3 – Panel membership – BB to raise this with TLS. **[AP4]**

5. Cyber Security Support

BB agreed to make enquiries regarding this. AH agreed to speak to her GDPR contact. **[AP4]**

6. Accreditation/logo for LAG members

This was proposed by CF, and discussion took place. CC agreed to raise proposal with ACL Council. **[AP6]**

7. AOB

CF raised issue regarding availability of information for responding to Data Protection requests and whether members would benefit from training. Discussion regarding whether Matt Howgate could be approached to advise/provide session at March conference. **[AP7]**

Next meeting – tbc once further information available re spring conference. BB to circulate invite **[AP8]**

AP1	Spring conference	CC/All
AP2	SPG/CCCG attendees/Billing meeting	All
AP3	LAG section of website	PS/CC – Completed
AP4	Panel Membership/TLS	BB - Completed
AP5	Enquiries re Cyber Security Support	BB/AH
AP6	Accreditation/logo for LAG members	CC
AP7	Data Protection/Matt Howgate	AH
AP8	Invite for next meeting	BB