

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on
Wednesday 1 May 2024 at 1pm**

Present: Paul Seddon
Rachel Perkins
Ann Henderson
Tracey Jack
Clint Nicholls
Carol Calver (ACL head of operations)
Jo George (ACL)

Apologies: Steve Jepson

1. Committee Roles

Welcoming new committee members Clint and Tracey.

Clint Nicholls – Chair
Paul Seddon – Vice Chair
Rachel Perkins – Secretary

Discussion re Roles & Responsibilities – RP to email document to CC **[AP1]**.

2. Handbook signoffs for 2024

CC will circulate LAG committee handbook for signing off by all members **[AP2]**.

3. Handover/allocation of tasks/contact

PS explained the various meetings attended.

RP agreed to attend LAA billing meetings with AH now that CF has left the committee. AH and RP agreed to prepare the LAG Update which had previously been prepared by CF. Next meeting booked for 07.06.24.

CN and TJ (and AH) agreed to shadow PS at the next SPG (23.05) and CCCG (12.06) meetings. PS to request links for CN/TJ/AH.

AH advised that no date had yet been provided for the next High Costs PET meeting. AH to advise once date has been confirmed. RP expressed interest in attending depending on date/time etc.

4. New/updated bios for website

Post meeting note – CC has sent email requesting these.

5. Training Request by new member

CC will make further enquiries with LAG member. Will discuss further once information available **[AP3]**.

6. Constitution Update

CC gave update. Recent vote had not provided sufficient responses and CC is considering alternatives and having same legally checked. Will provide update in due course **[AP4]**.

7. Seminar 10/06/2024

CC and JG provided CN and TJ with details and will re-circulate email from 11th April. Information (such as save

the date etc) will be circulated to the LAG/ACL as soon as possible.

Discussion regarding possible speakers/subjects. Agreed half day LAA speakers and half day non-LAA speakers.

PS agreed to speak on IP costs including Family and Non-Family (approximately 90 minutes).

AH to email LAA contacts in first instance. JG to possibly email CF regarding progress so far. Other suggestions included Jamie Butt (LAA) and Vicky Ling as speakers and Reporting Statutory Charge and VAT as potential subjects. **[AP5]**.

8. AOB

None

Next meeting – TBC

Post meeting notes: Dates of meetings located from previous minutes as follows:

2024 dates:

PET HCF		SGP		CCCG	
16.07.24	Awaiting	23.05.24	PS/TJ/CN/AH	12.06.24	PS/TJ/CN
15.10.24	Confirmation	05.09.24		18.09.24	
		TBA		04.12.24	

AP1	Roles & Responsibilities	RP - completed
AP2	Committee handbook and signing off	CC - completed
AP3	Training request by new member	CC
AP4	Update re change to constitution	CC
AP5	Seminar 10.04.2024	AH/CC/JG