

**Notes of Meeting of Legal Aid Special Interest Group Committee held on
Tuesday 13th June 2016 – 11am to 1.50 pm**

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

Agenda

- 1 – Roles and responsibilities
- 2 – Autumn seminar
- 3 – 2017 seminars
- 4 – Software providers and CCMS
- 5 – Update from SPG/CCCG
- 6 – Constitution
- 7 – Costs Lawyer – regular page
- 8 – Remaining committee meeting dates
- 9 – Maurice’s draft document following meeting with him
- 10 – AOB

Carried over from previous meeting

- 1 – Chase Steve Starkey re current position of Claim 1c
- 2 – Response to LAA’s guidance of Court assessed Bills/audits
- 3 – Enquiries re FOI request
- 4 – Update on website

1. Roles and responsibilities

Chair - Paul Seddon
Secretary – Rachel Perkins
Information – Sam Bagnall (updating)/Charlotte Flanders (seminars)
PR – Linda Kann/Charlotte Flanders
Policy – Paul Seddon/Bob Baker
Finance & Governance – Bob Baker

Discussions took place re financial information to be obtained from Diane/Maurice by BB. **(AP1)**
Agreed that SB would curate a Twitter account for LAG **(AP2)**

Also discussion took place re potential articles to be included in CL magazine, including Steve Jepson on an article on criminal costs. He had been approached by RP following discussions at National Conference but no response has been received to date. **(AP3)**

POST MEETING NOTE: Steve Jepson replied to RP late on 14.06.16 and confirmed that he would do an article on Defendant’s Costs Orders

2. Autumn Seminar

Following discussion, it was agreed not to hold a breakout session at Manchester conference, but to have a stand-alone seminar at a hotel near Birmingham International Airport (Only one stop from Birmingham New Street and accessible by car and of course plane). RP to request that Diane Pattendon make enquiries for dates 12-30th September so as not to infringe on Manchester conference booked for 28th October. Mondays are preferable, not Fridays. **(AP4)** (At end of meeting it was discovered that DP goes on holiday from that evening until 27th June – DP will revert first week

in July).

CF made suggestions of content (CF to provide greater information) as follows:

- Judge speaker on subject of Legal Aid Court Assessments (BB agreed to approach Mr Edwards of SCCO/Jennifer James)
- Issues linking budgets/JR/HR Act/proportionality/LA and IP assessments
- Difference in status of LAA guidance
- Update on audit process and avenues for appeal

PS also suggested:

- **(AP5 subsequently removed)**
 - CCFS and difficulties thereon **(AP6)** PS to ask members for any outstanding points with raise with LAA. Speaker from LAA ie Stephen Barker/David Crawford
- BB suggested Antony Leal for LAA Speaker

3. 2017 seminars

It was agreed that these should be standalone conferences, and not break out sessions at ACL conferences. These were agreed as follows:

- 1) Northern conference – late Feb/early March
- 2) Southern conference – Sep/Oct

At some stage an email is to be sent to all LAG members advising of plans for 2017 seminars **(AP7)**

At this point LK had to leave the meeting.

4. Software providers and CCMS

PS agreed to raise this at the next SPG/CCCG meeting.

PS requested RP to make enquiries with current position at Lamberts, and CF to make enquiries with her bespoke provider **(AP8)**.

5. Update from SPG/CCCG

PS will attend SPG on June 28 and CCCG on July 11. See above point 4. PS updated as to discussions at last meetings held in May including the contingency process on CCMS (still no development on change to current position on claims). Also LAA budget for enhancements (2.7 million requested but it transpires this is for improvements to all LAA systems and there is no ring fenced figure for CCMS).

(AP10) PS to contact LAA Finance Team about fact that there should be standard wording on basis of CCMS for reasonable time spent in Bill preparation. Reminder made that alternative was to make a claim for an ex gratia payment.

6. Constitution

PS requested that RP email this to all committee members **(AP11)** to review and give comment as to necessary changes. The document was written in 2012 and the purpose of the Group has changed. Committee members to give comments in time for next meeting **(AP12)**.

7. Costs Lawyer – regular page

This was discussed under 1 above.

8. Remaining Committee meeting dates

These are supposed to take place 10/14 days prior to Council meeting dates to allow PS to report to the Counsel. RP to email DP as to Council meeting dates to list suggested committee meeting dates for the remainder of the year. **(AP13)**

POST MEETING NOTE: Council meetings are now scheduled every month. However, LAG Committee meetings will continue bi-monthly.

9. Maurice's draft document following meeting with him

Email received during meeting that MC on holiday. RP to forward email with draft document to PS for uploading to Basecamp **(AP14)**

Carried over from last meeting

1. Chase Steve Starkey re current position of Claim 1c

2. Response to LAA's guidance of Court assessed Bills/Audits

CF to review/update this **(AP15)**

3. Enquiries re FOI request

SB to chase this. **(AP15)**

4. Update on website

During the course of the meeting SB received an email from DP regarding this. However, DP is due to depart on holiday that evening until 27th June. SB to liaise with DP on her return **(AP16)**

Actions from this meeting		Owner	By when
AP1	Chase DP/MC for information	B Baker	ASAP
AP2	Create and curate Twitter account	S Bagnall	Done
AP3	Chase Steve Jepson re article	B Baker	Academic – SJ replied
AP4	DP to make enquiries re Birmingham hotels for September	R Perkins	Done
AP5	removed		
AP6	Email to members requesting outstanding issues on CCFS	P Seddon	ASAP
AP7	Email to members re 2017 seminars	P Seddon	Autumn
AP8	Enquiries re Claim upload with Lamberts/bespoke providers	R Perkins/C Flanders	ASAP
AP9	Distribution of software survey results	P Seddon	Done
AP10	Contact finance team for standard wording on basis of CCMS for reasonable time in Bill Prep	P Seddon	ASAP
AP11	Circulate Constitution for review	R Perkins	Done
AP12	Comments on changes to Constitution	All committee members	Next meeting
AP13	Obtain Council dates from Diane and proposals for committee meeting dates	R Perkins	Done
AP14	Uploading MC document to Basecamp	P Seddon	Done
AP16	Liaise with DP re website	S Bagnall	June