

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on
Tuesday 12th July – 9.30 am to 12.20pm**

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

Agenda

- 1 – Agree minutes of last meeting
- 2 – Autumn seminar
- 3 – Update re finance situation
- 4 – Steve Jepson article
- 5 – Chase up on exceptional funding
- 6 – Outstanding issues on CCFS – response from membership
- 7 – Update on software providers and CCMS claim upload
- 8 – 2017 seminars – book now?
- 9 – Update from SPG/CCCG
- 10 – Constitution
- 11 – Remaining committee meeting dates
- 12 – Maurice’s draft document following meeting with him
- 13 – Response to LAA’s guidance of Court assessed Bills/Audits/Enquiries re FOI request
- 14 – Website
- 15 - AOB

Carried over from previous meeting

- 1 – Chase Steve Starkey re current position of Claim 1c

Action Points from last minutes

- AP1 – Completed
AP2 – PS to email membership advising of existence of Twitter account **(AP1)**
AP3 – BB to chase Steve Jepson **(AP2)**
AP4 – Completed
AP5 – Deleted
AP6 – PS to email membership requesting outstanding issues on CCFS **(AP1)**
AP7 – PS to email membership advising of intention of 2017 seminars **(AP1)**
AP8 – RP and CF to update committee **(AP3)**
AP9 – Completed
AP10 – PS to contact finance team **(AP4)**
AP11 – Completed
AP12 – Dealt with in item 10 of agenda
AP13 – Completed
AP14 – Completed
AP15 – SB to deal, but giving priority to website **(AP5)**
AP16 – SB continuing to liaise with DP re website **(AP6)**

1. Minutes of last meeting

These were agreed following a final amendment.

2. Autumn Seminar

This is now booked for the Hilton Metropole (Birmingham) for Monday 12th September 2016. Agreed time 10-5 (5½ CPD) allowing 1 hour lunch and 2x 15 mins coffee.

BB advised he had emailed Costs Officer Edwards who had forwarded the request for a speaker “upstairs”. BB did not believe CO Edwards would be available for the September conference.

Discussion turned to alternative speakers. CF agreed to contact Murray and BB agreed to contact CO Edwards again on CF’s previous suggestions for material. CF was also open to delivering a session. PS suggested he ask Carol Storer to speak for 30mins/1 hour and PS agreed to speak for 30 mins/1 hour to give an update on the Statutory and Contractual framework etc. A request could also be made to the LAA to provide a speaker re the Electronic Handbook (member of CCBIG – either David Crawford or Stephen Barker). Also there will be a generic Q&A session.

CF agreed to draw up a draft programme. **(AP7)**

It was agreed that there would be no breakout session at the Manchester conference. Further breakout sessions will be discussed at later meetings.

3. Financial position of LAG

BB provided draft figures from DP. There is a £2000 fee for LAPG to be paid. PS advised that LAPG had forgotten to bill the ACL for the LAG’s membership for 2015 so the figure was for the years 2015&16. BB agreed to liaise with DP to obtain updated figures for each committee meeting **(AP8)**.

4. Steve Jepson article

This is awaited. BB has sent a chasing email as he is friends with SJ. PS also advised that he had spoken to a Costs Lawyer at the LALYs who has provided a report for the CL mag.

5. Chase up on exceptional funding

No-one could recall what was to be chased up, and therefore this was removed from the agenda.

6. Outstanding issues on CCFS

PS to email membership (see AP1 above)

7. Update on Software providers

See AP3 above.

8. 2017 seminars

It was agreed that these would not be booked yet. However, intention is to hold a “northern” conference in February/March and a “southern” conference in September/October.

9. Update from SPG/CCCG

PS attended CCCG yesterday (11th July) but the meeting was short so there was little to report. PS to

forward minutes when received **(AP9)**. However, it was clarified that the CCMS contingency stayed the same. PS to find on website and circulate to membership **(AP10)**

10. Constitution

This had been emailed to committee members previously. However, it was felt that the committee roles and responsibilities should be added to the website. PS to dig out minutes of meeting dealing therewith and circulate **(AP11)**. It was also agreed that the constitution should be amended so committee members were elected for a period of 2 years – to commence at next election in Feb/Mar 2017. Any amendments require a vote of the membership and require a majority for the amendment.

11. Remaining committee meeting dates for 2016

These were agreed for:

Monday 12th September – 5pm to 6.30pm (in person - immediately after conference)

Tuesday 15th November – 9.30am start.

12. Website

SB updated on this. PS to ask DP to escalate re the issue of copyright **(AP12)**. He will also email Vicky Ling and the LAA (last resort).

Actions from this meeting		Owner	By when
AP1	Email membership re: 1) existence of Twitter account 2) outstanding issues on CCFS 3) save the date for 12 th September and 4) intention of 2017 seminars	P Seddon	ASAP
AP2	Chase Steve Jepson re article	B Baker	Completed
AP3	Update on discussions with software providers re claim upload	R Perkins/ C Flanders	
AP4	Contact finance team re standard wording on basis of CCMS for reasonable time spent on Bill Prep	P Seddon	
AP6	Liaise with DP re website	S Bagnall	ongoing
AP7	Contact potential speakers for September conference and prepare draft programme	C Flanders/ B Baker/ P Seddon	ASAP
AP8	Liaise with DP for updated finance figures	B Baker	Aug/Sep
AP9	Distribute minutes of CCCG	P Seddon	on receipt
AP10	Locate CCMS contingency document and circulate to membership	P Seddon	ASAP
AP11	Circulate minutes dealing with roles and responsibilities	P Seddon	ASAP
AP12	DP to escalate re issue of copyright/email V Ling/LAA	P Seddon	