

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on
Tuesday 13th March 2018 – 9.30 am to 11.15am**

Present: Paul Seddon
Rachel Perkins
Bob Baker
Steve Jepson
Saloud Zaman
Fran Rigo

1. Action Points from last meeting

AP1 (January) – Twitter – RP has obtained information from SB. PS running in the interim.

AP1 (February) – Survey monkey – this will be sent out shortly **[AP1]**.

AP2 (February) – Costs Lawyer email – PS looking into whether email changed or whether new email account created. PS would prefer the first due to historic information. Suggested address is LAGChair **[AP2]**.

2. Roles & Responsibilities

Chair	PS agreed to be acting Chair until Easter to allow discussions to take place [AP3] .
Secretary	RP
Information	SZ
PR	SJ
Policy	PS/FR
Finance & Governance	BB

RP has again forwarded R&R to all committee members.

3. SPG/CCCG dates

21.03.18	CCCG	BB
09.05.18	SPG	BB/SZ (or PS/SZ)
23.05.18	CCCG	BB/SZ

4. Committee Meeting to March 2019

Tuesday 8th May
Tuesday 10th July
Tuesday 11th September
Tuesday 13th November
Tuesday 8th January
Tuesday 12th March

5. Autumn 2018 seminar

BB advised that DP had not provided figures yet, but believes a profit was made. Well attended and good feedback.

It was agreed to hold seminars in both the autumn and spring. RP has made enquiries with DP (post meeting) re ACL seminar dates and locations. RP has asked DP to look into Birmingham/London for 10/17/24 September 2017 (autumn) and any Monday in March 2018 (spring).

6. Communications

SZ will look into MS365 email [AP4].

7. Guideline times for tasks in CAG

See AP2 (Feb) above – PS believes this survey should be opened up as wide as possible.

8. Potential sponsorship

PS has briefly spoken to DP about this. This must be available to anyone and we would need to ensure there is space at our seminars. PS to speak to DP again about figures [AP5].

9. Data Protection

BB to ask DP whether ACL/Council have made any enquiries in this regard, also CS at LAPG [AP6].

10. Counsel's hourly rate

PS and BB had a discussion in this regard. PS has agreed to recirculate an email in 2013 [AP7].

11. AOB

PS updated on a couple of points raised at the SPG – 1) VAT on disbursements where client does not have leave to remain, and 2) the LAA's position on Court assessed Bills.

SJ will find out deadline for next CL edition [AP8], and SZ will provide article for inclusion [AP9].

Next committee meeting – Tuesday 8th May 2018 @ 9:30am. (Post meeting note – date changed to Tuesday 15th May 2018 @ 9.30am).

Actions from this meeting		Owner	By when
AP1	Finalise and circulate Surveymonkey survey	PS	ASAP
AP2	Renaming of email account	PS	31.03.18
AP3	New Chair discussions		31.03.18
AP4	MS365 email	SZ	ASAP
AP5	Discussion with DP re sponsorship	PS	31.03.18
AP6	Enquiries re Data Protection information	BB	31.03.18
AP7	Recirculate email re Counsel's fees from 2013	PS	31.03.18
AP8	Deadline for next CL edition	SJ	ASAP
AP9	Article for CL magazine	SZ	ASAP