

**Minutes of Meeting of Legal Aid Special Interest Group Committee held on  
Tuesday 16<sup>th</sup> May 2017 – 9.25am to 10.40am**

Present: Paul Seddon  
Rachel Perkins  
Bob Baker  
Samantha Bagnall  
Francesca Rigo

**Agenda**

- 1 – Autumn 2017 seminar
- 2 – FOI request - audits
- 3 – Future of the ACL
- 4 – Constitution
- 5 – Website
- 6 – Commonly omitted CCMS billing evidence
- 7 – AOB

**1. Autumn 2017 seminar**

This is now booked for Monday 11<sup>th</sup> September 2017 at the London Crowne Plaza. Save a date email was sent by PS on 23<sup>rd</sup> April 2017.

It appears that Mr Edwards has now retired and therefore will not be able to speak. PS also advised that Stephen Barker cannot attend, and it does not look like David Crawford will be able to attend either. However, Rob Damaio and Louise Guthrie may be able to attend from the LAA.

Discussion re possible speakers/subjects:

ECF family (BB/RP to find possible contacts) **(AP1)**

SCCO – PS to ask CG to ask JJ **(AP1)**

Rob Damaio/Louise Guthrie from LAA

Carol Storer – PS to contact **(AP1)**

Vicky Ling/Stephen Pugh to possibly discuss contract issues – PS to contact **(AP1)**

PS requested that there be a basecamp/discussion re the above with a deadline of Friday 16<sup>th</sup> June. **(AP2)**

It appears that CCFS in CCMS is still an issue, but not necessarily one for a seminar. PS asked RP/FR/BB to give RP a list of problems by Thursday 18<sup>th</sup> May for RP to draw a list of bullet points for PS to raise in a meeting with Antony Leal. **(AP3)**

**2. FOI request - audits**

SB requested further information from PS as the request needs to be specific, and she will email PS the information required. **(AP4)**

**3. Future of the ACL**

No news.

**4. Constitution**

PS asked SB to liaise with CF to take over this issue. SB also to liaise with DP to get the ball rolling with regards to getting the vote out to the membership re change to 50% of vote. PS is aiming for 1 month, but realistically it may take 6 months to get enough votes to effect the required change. **(AP5)**

**5. Website**

SB advised that this was now up for testing. SB to liaise with PS. SB to also send testing link to BB/RP/FR/SJ by end of week to allow others to have a look, firstly without and then with logging in. **(AP6)**

**6. Commonly omitted CCMS billing evidence**

PS requested FR to do a list of bullet points raising issues with this, ie terminology, documents which don't exist etc. **(AP7)**

**7. AOB**

None

**Next committee meeting – Tuesday 18<sup>th</sup> July @ 9.15am**

Actions from this meeting		Owner	By when
AP1	Liaise with possible speakers for autumn seminar	BB/PS/RP	asap
AP2	Basecamp/discussion re AP1	all	16 <sup>th</sup> June
AP3	Problems with CCFS in CCMS	BB/FR/RP	19 <sup>th</sup> May
AP4	Further information for FOI request	SB/PS	asap
AP5	Contact CF for draft voting forms and any draft comm.s already prepared re change to constitution and then liaise with DP for management of co-ordination of vote	SB	
AP6	Provide details for website	SB	asap
AP7	List of bullet points re billing document request	FR	31 <sup>st</sup> May