

**MINUTES OF THE COUNCIL MEETING HELD ON FRIDAY 26 NOVEMBER 2010
AT KEMPSTON MANOR, KEMPSTON, BEDFORD.**

PRESENT: Mr David McGrady (President), Miss Susan Silver (Vice-President), Mr Nick Hanning (Deputy Vice-President), Mr K Barrett, Miss G Birchnall, Mr M Bishop, Mr M Callan, Mr D Edwards, Mrs F Edwards, Mrs M French, Miss J Gordon-Nichols, Mr S Gowland, Mrs L Graham, Mrs J Hughes, Mr K McCarthy, Mrs R Palmer, Mr R Ralph, Mr M Reeves, Mr L Shaw and Mrs D Slow. **Action Points**

IN ATTENDANCE: Mrs D Burleigh (Chief Executive), Mr J Burns (Head of Membership), Mr K Cerski (Director of Group Finance), Mrs A Hollyer (Head of Awards), Mr N Inge (Managing Director of ILEX Tutorial College (ITC)), Mr A Kershaw (Chair of ILEX Professional Standards Limited), Mrs D McDonald (Head of Communications & Marketing), Miss H Simpson (Head of Corporate Affairs), Mr I Watson (Chief Executive of ILEX Professional Standards Limited) and Miss D Harris.

1 The President informed Council that this was Mrs French's last Council meeting as she was retiring.

2 The President informed Council that both Mr McCarthy and Mr Reeves had asked to leave the meeting early; Mr McCarthy at 2.30 pm. Council agreed.

ITEM 1 APOLOGIES FOR ABSENCE

3 The following apologies were received:

Mrs S Bruty – business;
Mr J Westwood – annual leave.

ITEM 2 MINUTES OF THE COUNCIL MEETING HELD ON 24 SEPTEMBER 2010

4 The President informed Council that amendments had been made to the minutes prior to their inclusion in the Agenda and he asked if any further amendments were required.

Item 6, Paragraph 27 – Chief Executive's Report

5 Mr Ralph stated that it should read "All Party Parliamentary Group"

rather than "All Parliamentary Group".

Action Points

- 6 On a proposal from Miss Gordon-Nichols, seconded by Miss Birchnall, with 17 for, 0 against and 3 abstentions, Council approved the minutes of the Council meeting held on 24 September 2010.

ITEM 3 PRESIDENT'S ANNOUNCEMENTS

- 7 The President referred Council to a list of engagements annexed to the Agenda. The list provided the Presidential engagements for the remainder of 2010.

ITEM 4 MATTERS ARISING AND ACTIONS FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 24 SEPTEMBER 2010

- 8 The President referred Council to a paper annexed to the Agenda. The paper provided Council with the actions taken following the decisions and action points made at September's Council meeting.

Page 3, Item 5

- 9 The President asked why the Regions Working Party was not meeting until December. Mr Gowland replied that it was due to members' availability. Mr Burns confirmed that a teleconference had been arranged for 15 December and he would report back to Council in January. JB

Page 3, Item 6 – Chief Executive's Report

- 10 Miss Simpson informed Council that she had spoken to Mr Kenny and it was suggested that a decision on the social mobility toolkit be put in abeyance. Another organisation 'Professions for Good' is considering something similar and may fund the cost. HS

Page 5, Item 6 – Chief Executive's Report

- 11 The Chief Executive informed Council that flights had been booked for the President and Chief Executive and their respective partners /spouses to attend the Commonwealth Lawyers Association Conference in Hyderabad; advantage had been taken of the early bird price. DB

Page 6, Item 7 – Budgets 2011

- 12 The President asked if it was feasible to produce a three to five year budget. Mr Cerski commented that it was better to start with a strategy document which would then enable a three year budget to be developed.

Page 6, Item 7 – Budgets 2011

- 13 The Chief Executive informed Council that discussions were continuing, at GMT and Away Days, on membership of ILEX.

Page 7, Item 10 – Financial Statement for the Benevolent Fund

Action Points

- 14 The Chief Executive informed Council that a cheque from the Legal Charities Garden Party had been received.

Page 7, Item 11 – Reviewing Council Policies

- 15 The Chief Executive informed Council that the minor amendments had been made to the Code of Conduct/Whistleblowers Policy.

Page 10, Item 16 – Associates to Fellows Project

JB

- 16 Mr Burns informed Council that he had attended a meeting of the Admission and Licensing Working Party on the 8 November 2010. The Working Party would be reporting back to the Board of ILEX Professional Standards (IPS) in December and he would advise Council in January of the outcome.

Page 11, Item 18 – ILEX Centres Update

- 17 Mrs Hollyer informed Council that either she or the Regional Liaison Officers would be visiting new centres.

Page 12, Item 19 – Additional Level 3 and Level 6 Units

- 18 Mrs Hollyer informed Council that she was working with colleagues to scope this work.

Page 15, Item 27 – GMT Report – Head of Awards

- 19 The Chief Executive informed Council that Royal Mail had conceded that it was at fault and no charge would be made to ILEX. She wished to thank Mr Porte for his help. A written statement will soon appear on our website.

Page 16, Item 31 – Any Other Business

- 20 The Chief Executive informed Council that training on directors' duties and the Equalities Act would take place following January's Council meeting. Miss Simpson thanked those Council members who had completed the on-line Equality and Diversity training and urged those that had not completed it to do so.

DB
Council

ITEM 5 CHIEF EXECUTIVE'S REPORT

- 21 Council reviewed the Chief Executive's report annexed to the Agenda. The report was for monitoring and updated Council on issues that had been dealt with since the last Council meeting. These included the Gateways to the Profession project; engagements; and the Law Society.

- 22 The Chief Executive began by thanking Council for their kind comments on her recent family bereavement. She then read a letter from a former Council member thanking Council for their kind wishes.

| | | Action Points |
|----------------------------|---|----------------------|
| 23 | The Chief Executive informed Council that Skills for Justice and the LSB has developed a Careers Pathway website providing information on the different routes into the legal profession; Skills for Justice invited ILEX to provide a generic definition of 'paralegal'. The Chief Executive commented that she would like to provide Council with a full report on 'paralegalism' for discussion at the Strategy Meeting in March. | DB |
| 24 | The Chief Executive informed Council that she would be writing to Fellows/Solicitors asking for their views on the potential removal, by the Law Society, of the exemption from the training contract requirement. She went on to add that our work based learning is likely to be different to that of the Solicitors Regulation Authority (SRA). | |
| 25 | Mr Ralph asked why the Bar Council was against our proposal for partners to qualify as Legal Executive Advocates. The Chief Executive surmised that they did not want any more Advocates. Mr McCarthy asked how easy it would be for the SRA to remove the exemption from training contract currently granted to Fellows. Mr Kershaw commented that it is for the SRA to decide who qualifies as a solicitor. He added that the Law Society had responded to IPS' consultation on work based learning and as IPS wish to keep the exemption route, IPS is making enquiries as to what would satisfy the Law Society. Mr Shaw asked if he could be sent a copy of the letter going to Fellows/Solicitors. The Chief Executive said that she would circulate it to all Council members. | DB |
| 26 | Attention turned to a request for a grant of £2,500 made by the Personal Support Unit (PSU) based at the Royal Courts of Justice. Miss Silver commented that Judges support it. Mr Callan agreed and did wonder whether more money could be given. Miss Gordon-Nichols was in favour of the grant but did not wish to increase it. She added that a paper from the Pro Bono Committee would be placed before Council at January's meeting. Mr Shaw felt it was an ample amount. Mrs Hughes asked if it would be reviewed annually. The Chief Executive commented that the letter would say it was for three years. Miss Birchnall asked if it should be reassessed next year. Mr Reeves commented that as the letter states, it will be subject to a satisfactory report. | JG-N |
| 27 | On a proposal from Mr Callan, seconded by Miss Silver, Council unanimously approved the grant of £2,500 towards core costs, with a strong recommendation that this should be a renewable grant, for say, the next three years, subject to a satisfactory report. | DB |
| ITEM 6 BUDGETS 2011 | | |
| 28 | Council was referred to the 2011 Budgets which were sent separately to the Agenda. The Budget contained the second draft of the 2011 Budget for the Institute and for ITC. | |
| 29 | Mr Cerski informed Council that due to the increase in regulatory costs, £1.2 m would be spent in 2011; this was a four-fold increase since 2008. In 2008, regulatory costs comprised 5% of the | |

Group's total expenditure but in 2011, it would be 15%.

Action Points

30 Mr Callan noted that the salaries in the Corporate Affairs Department had doubled since 2008. Miss Simpson replied that in 2008, following the reorganisation, only two members of staff remained in the department and therefore there was a need to recruit two members of staff to replace those who had moved to IPS. She added that cost savings have been made to the Corporate Affairs budget.

31 Mr Callan said he welcomed the increased budget for public relations. Mrs McDonald informed Council that in 2011 a full team would now support the work of the Communications and Marketing Department following the appointment of a Press Officer and an Online Digital Marketing Co-ordinator.

32 On a proposal from Mr Callan, seconded by Mr McCarthy, Council unanimously approved the budget schedules as the ILEX Group 2011 Budget.

ITEM 7 REPORT AND FINANCIAL STATEMENTS FOR ILEX

33 Council was referred to the report annexed to the Agenda. The report and financial statements covered the nine month period to September 2010.

34 Mr Cerski informed Council that ILEX was ahead of budget for income and net surplus. One of the main variances in direct expenditure was due to the Legal Services Board (LSB) levy of £125,000. Unfortunately, the likely interest to be received in 2010 is £36,000 compared to £86,000 in 2008.

35 The President asked Mr Cerski if it would be possible for him to produce a more intuitive report for the next Council meeting. Mr Cerski replied it would. The President asked if the levy should come from subscriptions rather than reserves. Mr Cerski replied that it was not good practice to run consecutive deficit budgets. The Chief Executive commented that it was only the implementation costs that should come out of reserves.

KC

36 Mr McCarthy asked why direct expenditure for Awards was above budget. Mrs Hollyer replied that it was partly due to the new qualification and partly due to timing issues for example, examination papers for 2012 are paid for in 2011. Mrs Hollyer confirmed that development costs for the new Level 3 and Level 6 have now ended.

37 Mr Callan drew Council's attention to subscription arrears and asked if there was a decline in numbers. Mr Cerski commented that it would depend on what the budget had been based on. However, good progress was being made on reducing the arrears. Mr Burns commented that as the budgets are developed in July, it was not possible to know who would pay. However, there was no obvious decline in numbers.

ITEM 8**REPORT AND FINANCIAL STATEMENTS FOR ITC****Action Points**

- 38 Council was referred to the report annexed to the Agenda. The report and financial statements covered the nine month period to September 2010.
- 39 Mr Cerski informed Council that ITC continues to perform well with costs below budget. ILEX courses are doing very well and are 11% above budget. To a certain extent, this compensates for the decline in the CPS/CJA courses. As with the Institute, interest receivable will be below budget.
- 40 Mr Inge issued a cautionary note; although he was pleased with the number of courses sold, it was not a large increase. Mrs Palmer noted that publicity was under budget and wondered whether this was linked to a sales downturn. Mr Inge replied that the budget was earmarked for expenditure. Banner ads were currently being used to target the law graduate market and an in-house prospectus was being developed. Mr McCarthy said that we should commend ITC particularly during the current climate. Mr Inge commented that it was a general caution as the market will tighten in the future. Mr Shaw asked if consideration had been given to offshore funds. The President commented that this could form part of Mr Cerski's report for January's Council meeting.

ITEM 9**FINANCIAL STATEMENT FOR THE BENEVOLENT FUND**

- 41 Council was referred to the report annexed to the Agenda. The income and expenditure account covered the nine month period to September 2010.
- 42 Miss Gordon-Nichols asked why the benevolent fund was still incurring bank charges. Mr Cerski replied that this money had since been recovered and it would be reflected in future statements. Miss Birchnall commented that there was a lot of money sitting in the current account. Mr Cerski apologised and said this was a heading error.

ITEM 10**REPORT ON LEGAL SERVICES REGULATION – UPDATE**

- 43 Council was referred to a report annexed to the Agenda. The report updated Council on developments since the last Council meeting held on 24 September 2010.
- 44 Miss Simpson informed Council that the LSB had asked Approved Regulators to complete a survey on data and information held on the legal services market. Miss Simpson confirmed the Practising Fee Certificate had been approved and the process would commence again in January.
- 45 Miss Simpson informed Council that whilst there were no strong objections to the ILEX Advocacy qualification being recognised under the Criminal Litigation Accreditation Scheme (CLAS), from the Law Society, the proposal was being referred to their Education and Training Committee for approval. She wished to

thank Mr Watson and the applicants for their support.

Action Points

ITEM 11 PROPOSED REALIGNMENT OF CONSTITUENCIES PART 2

- 46 Council was referred to a paper annexed to the Agenda. The paper provided Council with additional information on the proposed realignment of constituencies.
- 47 Mr Hanning informed Council that it can be difficult to obtain the eight signatures required to become a Constituency member and to make it easier and to encourage more Fellows to come forward, it was being suggested that the number of signatures should be reduced to two with no restriction on where the endorser is from.
- 48 Mr Shaw agreed that obtaining the signatures of eight Fellows is quite difficult but he felt two was insufficient and suggested four. Mr Bishop commented that when applying for jobs, only two references are required however, he felt that those endorsing the nominee should be within their region. Mr Ralph commented that he was currently going through the process and agreed that the endorsers should be within their region.
- 49 On a proposal from Mrs Graham, seconded by Mr Gowland, with 17 for, 2 against and 1 abstention, Council agreed to changing the eligibility requirements so that a Fellow may stand for Council on the endorsement of only two other Fellows within their region. HS/DH
- 50 The President asked Miss Gordon-Nichols and Mr Hanning which model they preferred; Miss Gordon-Nichols replied B but Mr Hanning was not swayed either way. Miss Birchnall asked if Model B was chosen what would happen to the existing Co-opted Council members. Mr Hanning replied that transitional arrangements would be put in place. Mr Gowland felt that Co-option provided Council with flexibility however, he felt that Co-opted Council members should have the same rights and terms as Constituency Council members. The Chief Executive commented that a discussion on rights and terms of office could form a different discussion however she did point out that Constituency Council members are re-elected every three years. Mrs Graham considered that Co-option was a good thing; a Council member can see if they like the role and if or when a Constituency seat becomes available, they can apply for it. Mr Ralph felt that Co-option allowed for flexibility as well as allowing a discipline not currently present to be represented.
- 51 On a proposal from Mr Callan, seconded by Mrs Graham, with 14 for, 5 against and 1 abstention, Council agreed that the allocation of seats should be based on Model A: HS/DH

| | Model A |
|--------------------------|----------------|
| North | 4 |
| Midlands and East Anglia | 4 |
| Wales | 2 |
| London | 5 |
| South | 4 |
| Co-opted | 4 |
| Total | 23 |

- 52 Council agreed to defer the discussion on rights of Co-opted Council members to another meeting. JG-N/NH
- 53 Concern was expressed that by having two special seats available, for a BAME and a Disability Representative, was a sign of 'tokenism'. Miss Simpson commented that it was not and would in fact bring more diversity to Council as well as representing the interests of special interest groups.
- 54 On a proposal from Mr Bishop, seconded by Mr Hanning, with 4 for, 15 against and 1 abstention, Council disagreed with having two special interest seats available on Council for a BAME Representative and a Disability Representative.
- 55 The President commented that Council should look at how this could be opened up. Mr Barrett suggested that it could be discussed at Branch level. Mr Shaw commented that there was diversity at Branch level.
- ITEM 12 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) RULES 2011**
- 56 Council was referred to a paper annexed to the Agenda. The paper informed Council of recommendations by IPS Board to amend the CPD Rules for 2011 and to advise of the arrangements for doing so.
- 57 Mr Watson informed Council that members will no longer be allowed extensions of up to 12 months to complete their CPD. However, a discretionary extension of three months will be considered. Changing this rule will make CPD a more meaningful activity. Mr Watson added that any changes made to the CPD Rules may need to go through the LSB and naturally, this would delay implementation. Mr Watson confirmed that in principle, the IPS Board had agreed the CPD Rules.
- 58 Mr Gowland commented that it was a professional obligation and extensions should not automatically be given. Mr Shaw commented that he was fortunate that his firm provide in-house training but he added that there are a lot of events that are free. Mr Hanning replied that this did not apply nationally. Mr Edwards commented that the categories do not always apply, as in his particular case, and may be too rigid. The President asked if the categories could be expanded. Mr Watson said he would take the IW/IPS

comments on board. Mr Hanning added that online recording does not stipulate the area of specialisation.

Action Points

ITEM 13 UPDATE ON ILEX CENTRES

59 Council was referred to a paper annexed to the Agenda. The paper provided Council with additional information requested at September's Council meeting.

60 Mrs Hollyer informed Council that Annex A provided a snap shot of the number of students at each centre. Annex B provided an overview of the distribution of centres. The majority of centres are Further Education colleges although there is an increase in private centres; in some instances, staff have left a college and set up their own centre. Mrs Hollyer informed Council that for January's Council meeting she would provide the number of students that had registered for the January examinations.

AH

61 Mr Callan felt it was quite positive that only a few centres had indicated they had no students. Mrs Hollyer confirmed that some centres had not provided details of student enrolments. Mr Bishop noted that some centres offered Level 3 but provided no support for Level 6. Mrs Hollyer commented that Level 6 is quite challenging to deliver and whereas centres are restricted to the number of subjects they can offer, ITC offers the whole range. Mr Inge commented that Level 6 is overwhelming offered by ITC and as there is such a broad range of subjects, colleges are unable to deliver them all. Mr Inge added that the three newly appointed law support teachers will be delivering, as a pilot, face-to-face tuition in three regions; Bristol, Manchester and Birmingham.

ITEM 14 IPS/ILEX QUALIFYING EMPLOYMENT CONSULTATION OUTCOMES

62 Council was referred to a paper annexed to the Agenda. The paper asked Council to consider the view expressed by the Working Group that it should meet with the Law Society to discuss its proposals to move to a work based learning scheme for the purposes of gaining support to retain the route to qualification as a Solicitor.

63 Mr Kershaw informed Council that the timescale was fluid and it may depend on the SRA's project. Mr Kershaw felt that we were moving in the right direction and that both IPS and ILEX should be involved.

64 Mr Barrett, as the Education Portfolio Holder, said he would be happy to be involved. Mr Gowland also asked to be considered for the role as he is a Fellow/Solicitor. Miss Gordon-Nichols asked if Mrs Brown was dual-qualified. Mr Kershaw confirmed.

65 On a proposal from the Chair, Council unanimously agreed to a member of Council participating in a meeting to discuss the proposals to move to a work based learning outcomes scheme with the Law Society.

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| | | Action Points |
| 66 | On a proposal from the Chair, with 18 for, 0 against and 2 abstentions, Council agreed that Mr Barrett should participate in any such meetings. | |
| 67 | Mr Barrett commented that he would liaise with Mr Gowland prior to any meetings. | |
| 68 | During the lunch break, the President thanked Mrs French for all her work on Council, he said she would be missed and wished her an enjoyable retirement. On behalf of Council, the President presented Mrs French with a bouquet of flowers. Mrs French said that she would miss everyone on Council. She added that becoming a Council member had presented her with opportunities that she would not have had otherwise. | |
| 69 | Mr McCarthy left the meeting. | |
| ITEM 15 | POSTAL VOTING PROCEDURES | |
| 70 | Council was referred to a paper annexed to the Agenda. The paper provided Council with additional information on how any system of postal voting in the Institute might work. | |
| 71 | Miss Simpson informed Council that by adopting postal voting, it was hoped that we would engage more fully with our members. An enquiry had been made with a company that specialises in this work, Electoral Reform Services, but it may be possible to manage this internally. | |
| 72 | The President asked if the procedure would be used for AGMs/EGMs and whether it was instigated after a meeting. Miss Simpson replied yes; a postal vote would be provided outlining the consensus of the meeting. The Chief Executive confirmed that only important matters that required the support of Fellows would use this procedure. Mr Bishop felt uncomfortable having a two step vote; the decision could be manipulated. The President considered it was a good idea but accepted the concerns and reservations expressed. The Chief Executive suggested examples are obtained from other organisations of how this works. | HS |
| 73 | On a proposal from the Chair, with 17 for, 0 against and 3 abstentions, Council agreed in principle that postal voting is inherently preferable to proxy voting. | |
| ITEM 16 | REPORT ON DATES FOR COUNCIL MEETINGS IN 2011 | |
| 74 | Council was referred to a paper sent separately to the Agenda. The paper asked Council to consider the re-drafted list of Council and Committee meetings for the forthcoming year. | |
| 75 | The President drew Council's attention to the dates for the President's Luncheon, May Council meeting and the Legal Charities Garden Party. | |

| ITEM 17 | STUDENT BURSARY SCHEME | Action Points |
|----------------|---|----------------------|
| 76 | Council was referred to a paper annexed to the Agenda. The paper provided Council with the main issues relating to the possible creation of an ILEX student bursary scheme. | |
| 77 | Mr Cerski informed Council that it would be a significant undertaking as well as being costly for ILEX. Miss Gordon-Nichols felt that in principle it was a wonderful idea but was concerned that the costs would be huge and therefore it was not appropriate at this moment in time. Both Mr Shaw and Mr Reeves agreed with Miss Gordon-Nichols. Mrs Palmer felt that the criteria needed to be clear and transparent. The Chief Executive informed Council that the Bar Council and the Law Society limit their scheme. Mr McCarthy asked who would benefit from it. The Chief Executive replied prospective and current students. Mrs Graham wondered whether it should be an open competition. The President asked for the item to be brought back to Council. | HS/KC |
| ITEM 18 | CIVIL COSTS PAYABLE IN MATTERS CONDUCTED BY LEGAL EXECUTIVES | |
| 78 | Council was referred to a paper annexed to the Agenda. The paper sought Council's views on ILEX making representations to the appropriate bodies for the guideline rates to be revisited, such that Band A costs should now be awarded to Fellows of eight years' or more experience. | |
| 79 | The President informed Council that if the guideline rates were revisited, it would help with court work. Mr Shaw asked what was happening with the Civil Justice Council. The Chief Executive replied that ILEX was too late in submitting nominations. | |
| 80 | On a proposal from the Chair, Council unanimously approved that a project should be undertaken to ensure that Fellows receive Band A costs in civil matters. | |
| 81 | On a proposal from the Chair, with 18 for, 0 against and 1 abstention, Council agreed to the appointment of Mr Shaw to lead this project. | |
| 82 | The President asked for an interim report for January's Council meeting. | LS |
| ITEM 19 | CHIEF EXECUTIVE'S REPORT – GMT AWAY DAY (ONE) | |
| 83 | This item was dealt with under Item 5 Chief Executive's Report. | |
| ITEM 20 | GMT REPORT – CHIEF EXECUTIVE OF ILEX PROFESSIONAL STANDARDS | |
| 84 | Council was referred to a report annexed to the Agenda. | |
| 85 | Mr Watson informed Council that the Judicial Review hearing had refused the application and an order for costs had been made. | |

| | | Action Points |
|----------------|---|----------------------|
| 86 | An item under Any Other Business was brought forward. Mr Kershaw informed Council that his performance review would be taking place and ILEX can appoint a Council member to sit on the panel. | |
| 87 | On a proposal from Miss Gordon-Nichols, seconded by Miss Silver, Council unanimously approved that the President should sit on the panel. | |
| ITEM 21 | GMT REPORT – HEAD OF COMMUNICATIONS AND MARKETING | |
| 88 | Council was referred to a report annexed to the Agenda. | |
| 89 | Mrs McDonald informed Council that 73 replies had been received for the Paralegal Survey project. Recruitment for a Press Officer and Online Digital Marketing Co-ordinator had been completed; Mr Paul Hutchinson had been recruited as the Press Officer and would start on 4 January 2011 and Miss Amy Simpson had already commenced employment as the Online Digital Marketing Co-ordinator. Mr Gowland informed Council that he was a member of the National Apprenticeship Service and it is aware of ILEX. He said he would liaise with Mrs McDonald regarding articles that he had written. Mr Reeves commented that JAC had survived. Miss Simpson replied it was excellent news. She added that ILEX had made representations for a Fellow to be included on the Commissioner’s panel. Mrs McDonald confirmed that the JAC Roadshows had broken even. | |
| ITEM 22 | GMT REPORT – HEAD OF MEMBERSHIP | |
| 90 | Council was referred to a report annexed to the Agenda. | |
| 91 | Mr Burns informed Council that he had nothing further to add to his report but he was happy to answer any questions. The President said it would be nice to have a quote from Swansea University. Mr Burns said he would take this forward. | JB |
| ITEM 23 | GMT REPORT – HEAD OF AWARDS | |
| 92 | Council was referred to a report annexed to the Agenda. | |
| 93 | Mrs Hollyer informed Council that for January’s Council meeting, she would provide the number of units being taken for the January examination sitting together with historical data. Mrs Hollyer added that the number of centres offering the Graduate Fast Track Diploma continues to grow. Mrs Hollyer took the opportunity to thank Mr Richards, Ms Billingham and Ms Kirby for their work in ensuring that the Level 2 Certificate in Criminal Prosecution Administration was accredited to the Qualifications and Credit Framework. Mrs Hollyer stated that she had contacted the National Apprenticeship scheme but it was proving difficult to obtain information. Mr Gowland expressed his interest in developing links to the National Apprenticeship scheme and would like to be involved. Mrs Hollyer confirmed that she believed Mr | AH |

Westwood may be interested too.

Action Points

ITEM 24 GMT REPORT – HEAD OF CORPORATE AFFAIRS

94 Council was referred to a report annexed to the Agenda.

95 Miss Simpson informed Council that the Journal Bureau had submitted a tender to publish a monthly Journal. A meeting is being convened between the President and Mr Djanogly to discuss the Charter application. She informed Council that she would be distributing the 2011 Equality and Diversity calendars at the end of the meeting; she would ask Mrs Camfield to send an e-mail to all Council members with a link to the calendar. Miss Simpson informed Council that a Customer Service Standards meeting was held with Senior Managers and Team Leaders yesterday, 25 November; the standards will be launched in January. It was envisaged that they will initially be monitored every month for the first three months then every six months.

HS/TC

ITEM 25 GMT REPORT – DIRECTOR OF INTERNATIONAL DEVELOPMENT

96 Council was referred to a report annexed to the Agenda.

97 The Chief Executive informed Council that Mr Westwood was on annual leave. She would, where possible, answer any questions. The Chief Executive commented that she was pleased with the number of students enrolled on to the courses and of particular note was the number of students registered at South Essex College. The Chief Executive added that Mr Westwood would be visiting South Essex College and some of the other successful centres to learn from them and to find out where their students go after they have completed their course. Mr Callan asked if students were becoming members. The Chief Executive replied that indications show they are but it was too early to tell. The President asked why Newcastle College would no longer offer the Level 3 Professional Diploma in Law and Practice and Level 6 Professional Higher Diploma in Law and Practice. Mrs Hollyer replied that she was in discussions with Mr Stainton, the course tutor. Mrs Hollyer added that they may not be able to offer the Foundation Degree due to funding. However, Mrs Hollyer did say that a student who has a Foundation Degree can apply for exemption from the Level 3 Professional Diploma in Law and Practice qualification.

JW

AH

ITEM 26 GMT REPORT – MANAGING DIRECTOR OF ITC

98 Council was referred to a report annexed to the Agenda.

99 Mr Inge informed Council that ITC had attended law fairs and a new group of students are interested in being ILEX members.

ITEM 27 ANY OTHER BUSINESS Action Points

Judicial Robes

100 The President informed Council that he had been advised that Mr Ian Ashley-Smith would need to obtain robes. As Mr Ashley-Smith would be in attendance at the Leicester Ball, he asked the Chief Executive to discuss the situation with him. DB

101 A confidential item followed.

Presidential Nominations Committee – Fifth Member

102 The President informed Council that Council members interested in becoming the final member of the Presidential Nominations Committee should apply in writing to the President, no later than seven days prior to the Council meeting in January. The interested Council member will need to ensure their nomination is seconded. The President confirmed that Council will select a Council member at January's Council meeting. Council

ITEM 28 DATE OF NEXT MEETING

103 The date of the next Council meeting is scheduled for 21 January 2011 at Kempston Manor.

**MR DAVID McGRADY
PRESIDENT**