

**17 September 2020**

**Online**

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| **Present**  Rosie Harding, Antonia Layard, Neil Graffin, Colin Moore, Daniel Bedford, John Harrington, Daniel Bedford, Marie Selwood, Emma Milne, Chris Ashford, Philip Bremner, Flora Renz, Vanessa Munro, Jessica Mant, Huw Pritchard, Emma Jones, Emily Walsh, Simon Flacks, Diamond Ashiagbor, Smita Kheria, Ed Kirton-Darling, Tahir Abass, Rebecca Moosavian, Emily Walsh, Vicky Adkins, Roxanna Dehaghani |  |
| **1. Apologies**  Emilie Cloatre, Clare Williams |  |
| **2. Approval of minutes**  Agreed |  |
| **3. Officer Reports**  **3.1 Chair’s report**  RH extended a welcome to VA on being appointed as new PGR rep.  Academy for Social Sciences - there will be something circulated on influencing Parliament which may be of interest to our members.  SHAPE – this is an attempt to put us in power with STEM.  The ESRC consultation on PGR has a new deadline of 14 October. RH would like two people for a working group. PB, EKD, FR, JH and JM to be involved in this. TA and VA suggested that they could help with this. RH will arrange meeting to discuss.  Charities Commission Annual Report – they do not want a report until later this year, contrary to what previously was thought. The end of our first financial year is 31 December 2020, and the annual report will be due 10 months after that date.  RH – when we do get Gift Aid status, we will need to think about the donations scheme – but this is one for the future.  *SLSA prize winners*  RH – do we have any ideas how we could celebrate prize-winners?  RM – we could do a webinar & drinks. NG – this could be problematic – issues with crashing etc.  AL – we could do interviews and upload them on the website. DB said this would be technologically possible to have everything uploaded on to the website.  EM – will chair this moving forward; EKD is happy to do one of the interviews.  AL – would it be good to have someone who has knowledge of the field of the prizewinner to do interviews? Yes, we agreed on this.  SF has agreed to interview Kate Seear.  VM happy to cover Jane Scoular.  **3.2 Vice-chair (AL)**  Mark Simpson (University of Ulster) was in touch about going online for the 2022 SLSA conference, indicating UU are interested in continuing with their conferences bid. We need to pin these dates down. AL to action this.  The SQE report is available (https://www.slsa.ac.uk/index.php/2-uncategorised/369-sqe). Can we notify the SQE report is now available on the website? DB will do this.  EKD – the QLD has been extended due to covid-19.  AL suggested that there might be interesting work on-going with community legal centres etc. We can make an alliance with the Clinical Legal Education Organisation (CLEO) when considering further means of supporting the SQE process.  **3.3. Treasurer (VM)**  VM noted a slight error in her report, which has been corrected.  We are slightly better off financially due to fees coming in, and we have less money going out. There is an issue with Vodafone and BG services – RH suggested that this is fraud, and this should be rectified.  VM suggested that we are getting a small amount of money from OUP which also needs to be investigated.  *Lloyd’s account*  We do not have much happening in this account. VM asked what we should do with this account? There are numerous people paying into this account, and the wrong amount.  VM suggested we can contact them directly to notify them of the payments.  RH suggested that we should have a maximum of £85,000 in any one financial institution (e.g. bank), but it would be not be necessary to close it.  *Professional auditor*  VM suggested that since we moved to charitable status the process of auditing has become more laborious. Do we want a professional person doing this in the future? This cannot be a family member of a trustee.  CM suggested it needs be someone with professional liability insurance.  PB suggested that we might ask the SLS who they use.  Question to all: Can we identify an appropriate accountant?  Outstanding and out of time expenses claim from previous member. Recognised this was a complicated issue due to time lag and change to CIO. The treasurer will write to discuss an offer of partial payment and update at the next meeting.  **3.4. Membership (CM)**  Money is now coming through in membership, and the situation is looking stable.  CM suggested that it takes 6 weeks from payment to membership, which can be problematic, but should be resolved when we move to PayPal.  RH – does the joining information make it clear we need to keep details for 10 years? No – DB will add some text to the website to make this clear.  **3.5. Recruitment (RM)**  RM – are there any ideas during the pandemic to encourage membership?  SF – could have an email signature promotion for our work accounts? CM – he has one of these and will circulate.  MS – suggested we could contact sponsors and email heads of law schools.  RH – do we have an up to date digital flyer? No, but this could be easily done. RM and MS to liaise on this.  EM – what if we ask award winners to do a short video of using money and use as promotional video. Agreed. EM to liaise with MS and DB.  TA – PGR reps will reach out to find out who PGR reps are in our schools. The Reps will contact trustees soon about this.  VA – are we capturing PGRs who drop off after free first year? CM suggests that they would get a demand for money now – this previously was not the case.  RH – will we raise membership fees in Jan or July? VM to consider this. CM suggests that it might be good to start transition.  **3.6. Newsletter and Web Editor (MS)**  MS – do we proceed with budget printing?  Should we reduce the content? EKD – if there is lots to say, then get it out there.  RH suggests that we need to drop to 12 pages for budgetary purposes.  **3.7. PG Student Representative (TA)**  Nothing further to add.  **3.8. Webmaster (DB)**  There have been changes to main site and blog site.  We talked about PayPal Giving account – we will discuss this further in the next meeting. NG to add.  DB has asked for a payment portal – DA has asked that we also collect EDI data. This would cost an additional amount if we do go ahead of £255 exc. VAT  DA states we are doing a survey of members through Essex containing a series of questions to gain a picture of our membership. This will be free.  Lewis has raised that the membership site does not mirror the main site. DB has asked for a quote for this. RH suggests that this should change. DB is checking the cost before we do this.  **3.9. International liaison (SK)**  There is a question in the report about connecting better with other socio-legal communities. How should we go about this? If we organise any events, should we be focusing on substance or networking?  RH – suggested substance is always better than simply networking; RH asked if people could think about this and email SK.  **3.10. Social Media (JMa)**  Nothing further to report.  **3.11. Publisher’s liaison (RD)**  There is not much movement; some publishers are still discussing a prize draw, but the issue has still not been resolved about whether it contravenes gambling legislation.  RD will be stepping down as publisher’s liaison. PB has agreed to take over the role. | PB, EKD, FR, JH, JM, TA, VA.  RH, VM  EM, EKD  SF  VM    AL  DB  AL  VM  ALL  VM  DB  CM  MS, RM  DB, MS, EM  TA, VA  VM  MS  NG  DB  ALL  PB |
| **4. Conferences**  **4.1.a. Cardiff conference**  The report sketches the main issues. We need to decide on which platform to use.  If we have any experience of online conferences, good or bad, it has been asked that we pass on details to HP.  We need to arrange a meeting for 4 Nov to discuss – 1pm-3pm.  **4.1.b. Future conferences**  Nothing to report.  **4.2 Postgraduate conference**  RH – has progress been made? It was stated that there is nothing to report in terms of progress. EKD, JM, and CM will follow-up. SK and AL to join this team. Deadline set to 15 October. Zoom to be used (Essex).  AL is there a limit on numbers? RH suggests limiting to 50 and have two groups of 25. The group will speak about this.  Dates set for 6-7 Jan. AL suggests setting up Eventbrite first and then promoting it.  **4.3 One Day Conferences (RH)**  RH stated that SLS/SLSA Judicial Appointments conference will be happening, but it is unclear whether this will be face to face or online – this is for 27 Feb.  If anyone has ideas about one-day conferences that are free, then please get in touch. | ALL  NG, CM  EKD, JM, CM, SK, AL  EKD, JM, CM, SK, AL  ALL |
| **5. Prizes and Competitions**  **5.1. Book prizes (AL)**  5 October deadline. AL will lead. EM has agreed to join the team.  **5.2 Article prizes (RH)**  5 October deadline. RH will lead.  **5.3. Contributions to the socio-legal community (RH)**  Following a vote, the winner of the prize for contributions to the socio-legal community 2021 is Dave Cowan. RH will contact him. It will be announced in the winter newsletter  **5.4. Grants (EC)**  Nothing to add.  **5.5. Seminars**  Nothing to add.  **6. Open Access**  We submitted consultation and details need to go into the newsletter.  **7. CIO policies**  RH would like to thank everyone involved in the policies team  EKD has not received any comments from anyone on the drafts from the policies. EKD has stated there are a few things missing:  -acceptable use of the website  -policies in relation to legacies  EKD has asked that we could finalise these through a conversation over email.  **8.1. Equality and diversity policy (agreed previously)**  Nothing further to add.  **8.2 Notes on safeguarding**  PB reported that the conclusion the team reached is that we do not need a policy on safeguarding – safeguarding is not a key part of our activity, so it is not required.  RH said to keep notes and to file to ensure we have a record of the decision.  **8.3 Financial procedures manual**  VM wanted to query when expense claims can be made. RH said that they needed to be claimed within 6 months, or end of financial year under the terms of the CIO.  Otherwise, the manual was agreed.  **8.4.a Trustee Code of Conduct**  This was adapted from the standard template and adapted for our circumstances.  Agreed by Board.  **8.4.b Conflicts policy form**  CM – do we need to declare conflict of interests to our university?  RH - Yes, we all need to declare this and there is a form for this.  RH – if we are invited to anything, can we outline what the agreed amount is so a conflict can be declared? We can look up Law Society regulations to mirror what they do.  **8.4.b.i Conflicts register**  See above.  **8.5. Complaints policy**  EKD – suggested we do not have a year’s exclusion or suspension, but instead just have expulsion, and if the member sought to reapply at some point, it could be considered then.  EKD suggested that he hopes this will inspire confidence.  VM asks if there can be a gender matching policy for dealing with complaints regarding sexual harassment? This could come under the issue regarding power dynamics, for example.  EKD can look at this.  **8.6. Media policy**  JM asks whether we are need some content regarding how we speak about the SLSA.  RH suggests that we do not need to cover this under the media policy as it is under the trustee’s policy. RH suggests that all we do is reference the trustee’s code of conduct.  This policy is to be revised and agreed by email later.  **8.7. Termination of membership policy**  This provides an appeals policy.  No questions or queries relating to this raised. This was agreed by the Board.  **8.8. Bullying and harassment policy**  This is straightforward and adapted from elsewhere. All agreed.  **8.9 Privacy policy**  This was agreed previously. CM wanted to say that there is a change – we are now keeping data for EDI.  CM suggests that we need to be clearer for people we cannot delete their data when a person resigns membership. It needs to be kept for 10 years. CM will update policy to reflect this (DB to add to website - see below).  Agreed by the Board subject to this amendment.  **8.10. Appeals policy**  This is noted above.  **8.11. Data protection policy**  This has been agreed.  **8.12. Health and safety risk assessment**  Please everyone be aware of responsibilities when arranging events.  **8.13. Fundraising policy**  RM would like to extend thanks to CW for work on this. RM states that this is a standard provision used by other CIOs etc.  There is a legacy provision in the policy – RM asked if this is OK? Agreed that it is.  *Membership fees*  RM – will membership fees fall under fundraising?  CM suggests that we keep membership fees separately – CM suggests that the fee is a contract for services.  RH suggests keeping membership out of fundraising policy but suggests looking at other learned societies to see what they do.  RM to look further into this issue.  *Level of donation*  RM asked what the highest level of donation be. The Treasurer is supposed to keep an eye on this. Should we limit noting individual donations to anything over £1000 as a Board?  VM suggests that if there is any ethical issue should be discussing these. RH suggests we should, and this was agreed.  RM – how would disclosure of donations be noted? RH suggested an online format, where consent is provided.  CM suggested that we mention privacy policy when talking about data protection.  **9. Ethics report**  Nothing more to add. There were a few suggestions that were flagged for potential changing.  RH asked whether it refers to the Mental Capacity Act?  RD suggests we need further feedback in relation to the updates.  RH suggests that it should be updated. Updated version to be agreed at the January 2021 meeting if possible.  AL suggests that we should not be overly prescriptive, so this does not need continuous updating.  **10. Any Other Business** | EM  RH  MS  EKD  ALL  EKD  RH  EKD  JM  CM  ALL  RM  RD, AL, EM, DB, TA |