



# The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

## Minutes

### Strategic Advisory Board Meeting

Thursday 20<sup>th</sup> March 2018, 14:00-16:00

The Tribunal Suite, 9 Gray's Inn Square

<b>1.</b>	<b>Welcome and Apologies</b>
<b>a.</b>	<b>Present</b>  <i>Clare Dodgson</i> <i>Chair of SAB and Lay Representative</i>  <i>Louise Clements</i> <i>Lay Panellist, Disciplinary Tribunal Pool</i>  <i>Vanessa Davies</i> <i>Director General, Bar Standards Board</i>  <i>James Wakefield</i> <i>Director, COIC</i>
<b>b.</b>	<b>Apologies</b>  <i>Lara Fielden</i> <i>Lay Representative, Bar Standards Board</i>  <i>Joan Martin</i> <i>Lay Member, Tribunal Appointments Body</i>  <i>Stuart Sleeman</i> <i>Chair, Disciplinary Tribunal Service</i>  <i>Robert Walton</i> <i>Legally Qualified Panellist, Disciplinary Tribunal Pool</i>
<b>c.</b>	<b>In attendance</b>  <i>Margaret Hilson</i> <i>Administrator, BTAS</i>  <i>Andy Russell</i> <i>Registrar, BTAS</i>

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	<i>Natasha Williams Business Support Officer, BSB</i>	
d	<p><b>Welcome</b></p> <p>The Chair welcomed Louise Clements to her first meeting of the SAB.</p> <p>It was agreed that due to the number of members having to give apologies, a fuller welcome, in which all members of the Committee (new and existing) could briefly introduce themselves, would more usefully take place at the June 2018 meeting.</p>	
2.	<p><b>Minutes of last meeting</b></p> <p>The minutes of the meeting held on 14<sup>th</sup> December 2017 were approved and will be placed on the BTAS website.</p>	Annex A
3.	<p><b>Actions from the Last Meeting</b></p> <p>The SAB noted the update on actions arising from the minutes of the meeting held on 14<sup>th</sup> December 2017 as detailed in Annex A, and were satisfied that all were either complete, not yet due, or were covered elsewhere on the agenda.</p>	Annex A
4.	<p><b>Annual Report to COIC</b></p> <p>a) The SAB thanked the Registrar for producing the first draft of the Board’s Annual Report to COIC, and for reminding them that their report would be combined with that of the Inns’ Conduct Committee and the Tribunal Appointments Body and published as the ‘BTAS Annual Report’, which would also include case studies and a general introduction to BTAS and its work.</p> <p>The Board suggested a number of improvements to the draft, and it was agreed that the Registrar would make the necessary changes and then recirculate the draft to the Board for information and any final remarks. Unless any member proposed any significant changes at this stage it was agreed that the Chair of SAB could approve the final version on the Board’s behalf, for submission to COIC.</p> <p>It was also agreed that the combined BTAS Report be included on the agenda of the SAB’s next meeting for information and to provide an overview of all aspects of BTAS’ activities in 2017.</p>	<p>Annex B</p> <p><b>Action 1: AR</b></p> <p><b>Action 2: AR</b></p>

	<p>b) The SAB noted the draft case studies for inclusion in the Annual Report and agreed that these provided a useful insight into the nature of BTAS' work.</p>	Annex C
5.	<p><b>Key Performance Indicators</b></p> <p>The SAB noted the latest BTAS KPI data, and particularly noted:</p> <p>a) that the format of the 'Volume and Efficiency' tab (relating to KPI 1) had been modified for 2018, as per the SAB's request, to better illustrate how BTAS was progressing cases that were not delayed by factors outside BTAS' control (e.g. without directions agreed). The SAB approved the modifications;</p> <p>b) that while there had been a failure in the recording equipment in Q1 2018, the recent upgrades had meant that the fault was immediately evident and the BTAS team had been able to put contingency arrangements in place so that there were minimal delays to the hearing. Furthermore, at no point was the hearing in danger of being unwittingly not recorded; and,</p> <p>c) that BTAS had successfully managed its largest and most complex case to date, involving seven hearing days (plus pre-reading and deliberation days afterwards) and multiple witnesses, while simultaneously administering several other hearings at other venues. The SAB congratulated the BTAS team on this achievement, and noted that any risks caused by the reduction in the size of the BTAS' staff team last year had been successfully mitigated by making use of the skills of other members of the wider COIC team.</p>	Annexes D & E
6.	<p><b>BSB Consultation – Modernising Regulatory Decision Making</b></p> <p>The SAB noted that the BSB had launched a consultation on proposals to change how it deals with the information it receives as the regulator and to revise its decision-making structures in relation to professional conduct issues.</p> <p>Given that COIC had not asked the SAB to comment on this consultation, it was agreed that a general discussion on the points raised by it would more usefully take place at the meeting in June, when more SAB members would have the opportunity to comment.</p>	Annex F  <b>Action 3: AR</b>

<b>7.</b>	<p><b>Dates of future meetings</b></p> <p>Tuesday 19th June 2018  Thursday 20th September 2018  Tuesday 11th December 2018</p> <p>All meetings commence at 14.00.</p>	
<b>8.</b>	<p><b>Any Other Business</b></p> <p>None raised.</p>	

No.	ACTION	MINUTE	OWNER	PROGRESS
1.	The Annual Report to be amended and recirculated to members of the Board for any final comments, before submission to COIC.	4a	AR	
2.	2017 BTAS Annual Report to be included on the June agenda.	4a	AR	
3.	BSB Consultation to be included on the June agenda.	6	AR	