



THE ADMINISTRATIVE COURT IN MANCHESTER

**User Group Meeting (UGM)**

**Tuesday 12.12.2023 4.45pm by MS Teams**

**Minutes**

**Attendees**

Mr Justice Fordham (Liaison Judge)  
Jessica Turner (Clerk to Fordham J)  
Celestino Dos-Santos (ACM)  
Mathieu Culverhouse  
Michael Blackwood  
Gary Smith  
Natasha Gaffey (ACM)  
HHJ Bird

Shava Gibbs (ACM)  
Steve Morris (ACM)  
Julie Bagnall (ACM)  
Stephanie Hill  
David Dolan  
Louiza Antoniadis  
Katie Agada (ACM)

**Introduction**

Mr Justice Fordham welcomed all those joining the meeting and explained that a list of the team members for the ACM is included in the agenda (pasted below).

**Matters arising from minutes of meeting 22.05.2023**

Mr Justice Fordham asked Jessica Turner to make a note to follow up on the issue highlighted in the minutes of the previous meeting concerning old versions of rules being used in listing notices. He also referred to Natasha Gaffey's minuted comments that there were some difficulties being experienced at ACM and that court users could contact her if there were difficulties to be resolved. Mr Justice Fordham highlighted that it had been a difficult year for the court, and that feedback is always welcomed whether that is positive or negative. ACM has a new team and a new Lawyer and is looking forward.

**Discussion topics**

Questions from GLD:

- Questions had been received from a colleague of Louiza Antoniadis at GLD (Sophia Khan). Natasha Gaffey had replied to these questions by email.
- Mr Justice Fordham explained that the first question was in relation to use of an email address for the court that had resulted in a bounce back. Natasha confirmed the email address for ACM is the one on the justice.gov website and "justice" had been missed from the email address in communicating with ACM in that instance.

- Mr Justice Fordham explained that the second question asked about making contact with the court if there are difficulties in a particular case. This question had been raised in the context of a planning matter where notification of a hearing came at short notice and another where paper permission had been delayed. Natasha Gaffey explained that although there are still some issues with migration and CE File, the ACM team has drastically shortened the response lead times. Natasha Gaffey explained that, if necessary she can be contacted as Team Leader for ACM:
  - Mon-Thurs by email ([natasha.gaffey@Justice.gov.uk](mailto:natasha.gaffey@Justice.gov.uk))
  - or telephone (0161-240-5997).

Question from Mathieu Culverhouse (Irwin Mitchell):

- Mathieu Culverhouse asked whether it is possible to give current timescales for paper permission applications.
- Mr Justice Fordham said he was happy to communicate, to and through the User Group, that his own target as Liaison Judge is 3 months for paper permission applications, and quicker in planning cases or cases with urgency. He noted that there can be several reasons that make this challenging.
- Natasha Gaffey added that this is the team's target but with migration difficulties and the backlogs cases have slipped through this net. Natasha re-emphasised that if there is a significant delay, court users can get in touch with her.

Other input from ACM:

- HHJ Bird explained that the ACM Team is working hard on the backlog and highlighted the importance of the channel for communication with Natasha Gaffey.
- Mr Justice Fordham highlighted, as an example of the avenue of direct communication, that GMC had recently raised some practical issues and that this had led to Natasha Gaffey addressing these issues. He was aware of these communications but Natasha Gaffey had handled the issues. David Dolan also thanked Natasha and the team for resolving these issues and explained that there had been a significant improvement through communicating with Natasha and that has been sustained.
- Katie Agada introduced herself as the new lawyer at ACM, having taken over from Laura McMullan.

#### AOB

- Mr Justice Fordham asked that all courts users should (a) be conscientious and suitably restrained in relation to emailing ACM (b) ensure that the email "subject" line identifies the case and has a few words about what is being sought and when (c) keep the contents of emails brief and clear. This is all very helpful, when triaging and prioritising work, and for dealing with our cases efficiently and without unnecessary distraction.
- Mr Justice Fordham closed the meeting by expressing his gratitude to the team at ACM and his clerk (Jessica Turner) for their hard work this year and by reminding users to keep in touch with the court about any concerns or feedback.

Date of next meeting: The next ACM:UGM will take place in the Spring with the date to be confirmed.

Minutes by: Katie Agada/ Fordham J

Attached: Agenda and Notes (updated) - below

**User Group Meeting (UGM) for the Administrative Court Manchester**

**Monday 12.12.2023 4.45pm by MS Teams:**

**AGENDA**

1. Introduction
2. Matters arising from [ACM UGM Minutes 22/05/2023](#)
3. Discussion topics
4. AOB
5. Date of next ACM:UGM

**NOTES (updated):**

- The ACM Team is: Natasha Gaffey (Team Leader), Katie Agada (Lawyer), Shava Gibbs, Celestino Dos Santos and Barry Grundy (Team Members).
- The ACM email address is: [manchester@administrativecourtoffice.justice.gov.uk](mailto:manchester@administrativecourtoffice.justice.gov.uk)
- If necessary, Team Leader Natasha Gaffey can be contacted:
  - Mon-Thurs by email ([natasha.gaffey@Justice.gov.uk](mailto:natasha.gaffey@Justice.gov.uk))
  - or telephone (0161-240-5997).
- The Judges who sit in the ACM are: HHJ Adrian Bever; HHJ Nigel Bird; HHJ Mark Cawson KC\*; HHJ Stephen Davies\*; Fordham J\*; HHJ Mark Halliwell\*; DHCJ Daniel Kolinsky KC; DHCJ Margaret Obi; DHCJ Robert Palmer KC\*; HHJ Richard Pearce\*; DHCJ David Pievsky; UTJ Melanie Plimmer; DHCJ Karen Ridge\*; HHJ Craig Sephton KC; HHJ Graham Wood KC; DHCJ Richard Wright KC. (\*Planning tickets)
- The Liaison Judge (Fordham J) was sitting at ACM until 20.12.23 and is scheduled to be sitting at ACM 4.3.24-27.4.24, 8.7.24-31.7.24 and 2.12.24-20.12.24. He is contactable via his clerk: [Jessica.Turner1@justice.gov.uk](mailto:Jessica.Turner1@justice.gov.uk)
- Salford University Law Lecture (25 Years of the Human Rights Act) November 2023
  - [Fordham J "25 Years Old: The HRA" Text \(judiciary.uk\)](#)
  - [Fordham J "25 Years Old: The HRA" Video \(youtube.com\)](#)
- Local Hearings.
  - [ACO Listing Policy](#) §23: "A case allocated to any of the circuit offices will be listed for hearing on that circuit at the most geographically appropriate hearing centre, subject to judicial availability".
  - An example in the Planning Court (heard in Newcastle) is [Newcastle City Council \[2022\] EWHC 2752 \(Admin\)](#).
- Permission-Stage Judge Dealing with Substantive Hearing: See [Sneddon \[2023\] EWHC 3303 \(Admin\) \(21.12.23\)](#) at §5: "It is not unfamiliar for the permission-stage judge to deal with the substantive hearing. This can promote the efficient use of judicial resources, case-management and expedition, consistently with the overriding objective."
- User Group Meetings. UGMs are open to all ACN users and all Minutes are online:
  - [ACM UGM Minutes 28/04/2022](#)
  - [ACL UGM Minutes 17/05/2022](#)
  - [ACL UGM 26/07/2022](#)

- [ACM UGM Minutes 28/07/2022](#)
- [ACN Combined UGM Minutes 7/12/2022](#)
- [ACL UGM Minutes 26/4/23](#)
- [ACM UGM Minutes 22/05/2023](#)
- [ACL UGM Minutes 17/10/23](#)
- Venue Determinations.
  - [Fortt \[2022\] EWHC 152 \(Admin\) 27.1.22 transfer to ACM](#)
  - [Smart \[2022\] EWHC 509 \(Admin\) 9.3.22 transfer to ACL](#)
  - [Assent \[2022\] EWHC 510 \(Admin\) 9.3.22 transfer to ACL](#)
  - [Assurant \[2022\] EWHC 511 \(Admin\) 9.3.22 non-transfer](#)
  - [Orekoya \[2022\] EWHC 540 \(Admin\) 15.3.22 transfer to ACL](#)
  - [Khyam \[2022\] EWHC 993 \(Admin\) 4.5.22 transfer to ACL](#)
  - [Ellis \[2022\] EWHC 1263 \(Admin\) 25.5.22 transfer to ACL](#)
  - [Porky Pint \[2022\] EWHC 1705 \(Admin\) 6.7.22 transfer to ACL](#)
  - [Bhimsinhji \[2022\] EWHC 2556 \(Admin\) 11.10.22 transfer to ACL](#)
  - [Newcastle United \[2022\] EWHC 2555 \(Admin\) 11.10.22 non-transfer](#)
  - [Airedale \[2022\] EWHC 2937 \(Admin\) 16.11.22 transfer to ACL](#)
  - [Subramaniam \[2022\] EWHC 3294 \(Admin\) 21.12.22 transfer to ACL](#)
  - [Group for Action \[2022\] EWHC 3296 \(Admin\) 21.12.22 non-transfer](#)
  - [O'Brien \[2022\] EWHC 3297 \(Admin\) 21.12.22 non-transfer](#)
  - [Cleugh \[2023\] EWHC 374 \(Admin\) 24.2.23 transfer to ACL from ACM](#)
  - [Parkin \[2023\] EWHC 1500 \(Admin\) 21.6.23 transfer to ACL](#)
  - [Bale \[2023\] EWHC 3216 \(Admin\) \(15.12.23\) transfer to ACM](#)

ACM 12.12.2023 (updated 18.1.24)