



THE ADMINISTRATIVE COURT NORTH

Combined User Group Meeting

Administrative Court (North) Manchester (ACM) and (North East) Leeds (ACL)

Wednesday 29/07/24 at 4.45pm by MS Teams

Minutes

In attendance:

Mr Justice Fordham
(ACN Liaison Judge) [MF]
Katie Agada (ACM Lawyer)
Julie Bagnall (Delivery Manager and
acting ACM Team Leader) [JB]
Karen Blackmore (Leeds CC)
Alexander Davey (Bhatia Best)
Charlotte Davies (Capsticks)
David Dolan (GMC)
Gemma Downing
(ACL Team Leader) [GD]

Shava Gibbs (ACM)
Kathryn Gooding (Irwin Mitchell)
Stephanie Hill (Leigh Day)
Helen Ingleson (Irwin Mitchell)
Martin Lee (ACL Lawyer)
Darren Lightfoot (GMC)
Keziah Pearson (Capsticks)
Claire Petricca-Riding (Irwin Mitchell)
Lewis Stubbs (GMC)
Jessica Turner (HMCTS)

1. Introduction

- MF welcomed everyone to the meeting and explained it was decided that the time was right for a combined meeting, there being no issues that required consideration at separate meetings. The Agendas and Minutes from previous meetings are published and continue to be available online on the judiciary website here: [User Group](#). MF thanked everyone for attending the meeting and ML for taking a minute.

2. Matters Arising

- MF explained that a BEST Email Protocol has been published and remains in use at ACM, setting out what assists the Court Office (and what doesn't), aimed at reducing delay and inefficiency: [BEST Email Protocol – April 2024](#)

3-5. Discussion/AOB/DONM

- No discussion topics had been raised by email for discussion at the meeting. GD (ACL Team Leader) and JB (acting ACM Team Leader) introduced themselves. JB

explained that she was 'standing in' following the departure of Natasha Gaffey and that she was awaiting the appointment* of a new ACM Team Leader in the next 6-8 weeks. MF explained that he would be handing over the role of Liaison Judge at the end of the calendar year, and that he expected to have the next user group meeting for ACL and ACM before then (date to be notified by email). MF thanked all those who had attended and reminded users that they should not hesitate to raise any matters with ACL and ACM by email. As previously promised, meetings would be kept as short as possible. In the absence of any matters being raised, the meeting concluded, with a "Team Gold" for the shortest meeting on record.

Minutes: ML (approved by MF)

* UPDATE (23.8.24). The new ACM Team Leader will be Jonathan Ho (wef 9.9.24).

ANNEX: Agenda

1. Introduction by Mr Justice Fordham
2. Matters arising from minutes of meeting 17.10.23 & 12.12.23.
 - [ACL UGM minutes 17.10.23](#)
 - [ACM UGM minutes 12.12.23](#)
3. Discussion topics
4. AOB
5. Date of next Meeting

Notes:

- The ACL team is Gemma Downing (Team Leader), Martin Lee (Lawyer), Dominique Cole (Team Member). The ACL email address is: leeds@administrativecourtoffice.justice.gov.uk
- The ACM team is Julie Bagnall (acting Team Leader) (*Jonathan Ho will be Team Leader from 9.9.24), Katie Agada (Lawyer), Shava Gibbs, Celestino Dos Santos, Chris Diwan (Team Members). The ACM email address is: manchester@administrativecourtoffice.justice.gov.uk
- The Judges who sit in the ACL are: HHJ Penelope Belcher; HHJ Malcolm Davis-White KC; HHJ Mark Gosnell; HHJ Claire Jackson; HHJ Siobhan Kelly; HHJ Jonathan Klein; DHCJ Daniel Kolinsky KC; DHCJ Karen Ridge; HHJ Andrew Saffman; UTJ Chris Ward; Richard Wright KC.
- The Judges who sit in the ACM are: HHJ Adrian Bever; HHJ Nigel Bird; HHJ Mark Cawson KC; HHJ Stephen Davies; HHJ Mark Halliwell; DHCJ Margaret Obi; HHJ Richard Pearce; DHCJ David Pievsky; UTJ Melanie Plimmer; DHCJ Karen Ridge; HHJ Craig Sephton KC; HHJ Graham Wood KC; Richard Wright KC.
- The ACM Best Email Protocol can be found here: [BEST Email Protocol](#)
- The Liaison Judge (Fordham J) is at ACM until 31.7.24 and is then scheduled to be sitting ACL 1.10.24 – 18.10.24 and ACM 2.12.24 – 20.12.24. He is contactable via his clerk, currently Jessica.Turner1@justice.gov.uk