



THE ADMINISTRATIVE COURT IN MANCHESTER

**User Group Meeting (UGM)**

**Thursday 28.7.2022 4.45pm by MS Teams**

**Minutes**

Attendees

Mr Justice Fordham (Liaison Judge)  
Jessica Turner (Clerk to Fordham J)  
Natasha Gaffey (ACM)  
Samuel Douglas (ACM)  
Laura McMullan (ACM)

HHJ Pearce  
Piers Riley-Smith (Kings Chambers)  
Matthew Woolstencroft (ACM)  
Mathieu Culverhouse (Irwin Mitchell)  
David Pountney (Greater Manchester  
Immigration Aid Unit)

Apologies: Sam Karim QC

Introduction

- 1) Fordham J thanked attendees for joining the meeting. He explained that the meeting is not recorded, but that there will be published minutes. He repeated his comments from the last meeting that he intended for these meetings to be brief, and that the ACM Judges were invited (and one was in attendance).
- 2) Fordham J referred to the Notes section at the bottom of the Agenda which details the Administrative Court team as well as the Judges who sit in the Court and the dates when he will be sitting. The Notes also set out various matters arising, including a judgment *Ellis* [2022] – a practical point raised at another UGM regarding timing of venue determinations.

Matters arising from minutes of meeting 28.4.2022

None.

Discussion

- No topics pre-notified.
- Mathieu Culverhouse (Irwin Mitchell): He had been asked to pass on an update on NALA by Sam Karim QC. A Committee has now been formed which Sam Karim QC is chairing. NALA is planning to hold a seminar on practice and procedure in JR to be held remotely on 12/09/2022. It may be that the ACM judges will be invited: tbc.
- Piers Riley-Smith (Kings Chambers). As to planning matters, he had nothing to report back, which may indicate that everything is perfect.

- David Pountney (Greater Manchester Immigration Aid Unit). Nothing to report except that David was looking to bring cases back now that it can be done electronically.
- HHJ Pearce reported that he has been invited to be a Judge Representative on the NALA Committee. HHJ Pearce stated that he, and equally his colleague judges dealing with the Administrative Court, is happy to pick up anything, including when Fordham J is not around.
- Fordham J reminded users that the Agenda has the email address of the team and Fordham J's clerk. Please raise something with the Judge or the team. Please spread the word about this group. It is an inclusive user group and is important that anyone interested can attend the group.

Date of next ACM:UGM. We will make contact by email

Minutes: Laura McMullan  
(approved by Fordham J)

Annex: Agenda

### **ACM: User Group Meeting (UGM)**

**Thursday 28.7.2022 4.45pm by MS Teams**

#### **AGENDA**

1. Introduction
2. Matters arising from minutes of meeting 28.4.2022
3. Discussion topics
4. AOB
5. Date of next ACM:UGM

#### Notes:

- The ACM team is: Natasha Gaffey (Team Leader), Laura McMullan (Lawyer), Samuel Douglas (Team Member), Matthew Woolstencroft (Team Member) and Celestino Dos-Santos (Team Member). The ACM email address is: [manchester@administrativecourtoffice.justice.gov.uk](mailto:manchester@administrativecourtoffice.justice.gov.uk)
- Judges who regularly sit in the ACM are: HHJ Nigel Bird; HHJ Mark Cawson QC; HHJ Stephen Davies; HHJ Mark Halliwell; HHJ Richard Pearce; UTJ Melanie Plimmer; HHJ Craig Sephton QC; HHJ Graham Wood QC. Biographies can be found at: [Judge Biographies](#)
- The Liaison Judge (Fordham J) is scheduled to be sitting at ACM 12.7.22-29.7.22 and 24.10.22-11.11.22. He is contactable via his clerk: [Jessica.Turner1@justice.gov.uk](mailto:Jessica.Turner1@justice.gov.uk)
- Materials for information
  - [Admin Court Information for Court Users June 2022](#)
  - [Practice Guidance on remote observation of hearings](#)
  - [Fordham J "practical tips" talk at the NALA relaunch 13.6.22: video](#)
  - Prompt Venue Determination: [Ellis \[2022\] EWHC 1263 §§3-5](#)