

Company number: 04608905

Costs Lawyer Standards Board Ltd
Wednesday 13 January 2016 at 10.30 am
The Studio, 7 Cannon Street, Birmingham

Present: Steve Winfield (Chair)
Gillian Milburn (Vice Chair)
Richard Allen
Tracyanne Ayliffe

Apologies: David Gamble

In attendance: Lynn Plumbley (Chief Executive)

1. Quorum, apologies & declarations of interest

- 1.1 The Chair declared the meeting quorate.
- 1.2 There were no declarations of interest.
- 1.3 Apologies were received from David Gamble.

2. Minutes

- 2.1 The minutes dated 21 October 2015 were approved as being a true record for signing, there were no matters arising.

3. Board matters

- 3.1 Richard was re-appointed as a non-lay NED for a period of 3 years from 25 January 2016.
- 3.2 Steve was re-appointed as the lay NED Chair for a further period of 3 years from 17 March 2016.
- 3.3 Steve advised he had been appointed Chair of the Funeral Planning Authority, the board were of the view there was no conflict of interest.
- 3.4 In view of the increased number of meetings now requiring Chair attendance since the job specification was originally scoped, it was agreed remuneration of the Chair be increased to £7,000 per annum with effect from 1 February 2016.

Action: LP: Issue new letters of engagement to Steve & Richard.

4. Finance

- 4.1 The board noted the end of year finance report and end of year financial position.
- 4.2 The 2016 budget was revised following consideration of 2015 final spend.
- 4.3 The board noted the staging date for pension auto enrolment set for the CLSB, and that a costing was being sought on establishing provision through NEST.

Action: LP: Update board at next meeting on costing of NEST pension scheme.

5. Risk management

- 5.1 Existing risks recorded on the register were reviewed and new risks were considered.

6. Education (ACLT)

- 6.1 The board considered the audit report of Carol Cook dated 14 December 2014, the only amendment made was to include a recommended time period of 28 days for extenuating circumstances.
- 6.2 The board discussed and approved a letter to ACLT accrediting them to provide the Costs Lawyer qualification for a further year subject to conditions.

7. Regulatory matters

- 7.1 The board reviewed its current policy on expectations of a complainant and approved a revised policy which included a section defining how a complainant can make a complaint about the CLSB.
Action: LP: Revise policy on website.
- 7.2 The board considered a report on insurance claims made, as provided by broker Kerry London, which covered 2009 to 2015 (inclusive). No specific trends were noted. Further, it was noted that during the six year period no one insurance claim had exceeded £100k.
- 7.3 The current position on an applications for a 2016 practising certificate was noted.
- 7.4 The board noted the European Union (Recognition of Professional Qualification) Regulations 2015 were due to come into effect on 18 January 2016 and approved the proposed rules, notes on the rules and two application forms.
Action: LP: Ensure rules and application are on CLSB website and that it provides for electronic filing as required by the regulations
- 7.5 The board reviewed equality and diversity initiatives and approved the recommended actions set out in the report. Further, the board approved the guidance note on equality & diversity.
Action: LP: Ensure guidance note is accessible through the CLSB website.
- 7.6 The board noted the report on Costs Lawyers undertaking work outside England & Wales and agreed to give further consideration to either a guidance note or amendment to the Code of Conduct & Practising Rules.
Action: LP: Initiate review and report back to next board meeting.

8. Legal Services Board (LSB)

- 8.1 The appointment of Neil Buckley as the new CEO was noted.
- 8.2 The report on the legal needs of small businesses was noted, no actions were considered appropriate as a result.
- 8.3 It was noted the LSB had initiated a project on prices in legal services.
- 8.4 The board noted the increased time commitment as a result of collaborative working initiatives, with four areas currently under consideration.

9. Association of Costs Lawyers (ACL)

- 9.1 The board was advised the current ACL Chair election was due to close on 20 January and that there were two candidates. The board noted however that the new ACL Chair would not take up post until the ACL national conference. The conference used to be held in April, but has for the last two years been held in May.
- 9.2 The board was advised Lynn & Steve had been invited to meet with the current ACL Chair, the Chair elect and the ACL CEO in February. It was agreed the new ACL Chair

and the Chair of the Education Committee would be invited to attend the CLSB board meeting in July 2016.

- 9.3 The board noted and discussed that in the November/December issue of the Costs Lawyer journal the ACL stated *“the Council was looking at whether it was possible to enable experienced people to obtain the qualification in a shorter period of time”* and the Chair stated *“this was not fixed policy.”* The board was advised that the ACL had twice been advised at meetings with them it was no longer in their legal remit to define such policy or implement any such new qualification.

10. Legal Ombudsman (LeO)

- 10.1 The board noted and welcomed the appointment of a CEO with a legal background.

11. Any other business

- 11.1 The board noted clarification received from its insurance broker on the wording of the new judicial review clause.
- 11.2 On the request of Steve, it was agreed future board meetings would be held on a Tuesday going forward
- 11.3 It was agreed that the July board meeting and not the April meeting would be held in Manchester.

12. Date & time of next meeting

Date & time: Tuesday 12 April 2016 @ 10.30am
Location: The Studio, 7 Cannon Street, Birmingham

There being no further business, the Chair declared the meeting closed.

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Chairman