

Company number: 04608905

Costs Lawyer Standards Board Ltd
Wednesday 4 January 2012 at 10.30 am
The Studio, 7 Cannon Street, Birmingham

Present: Graham Aitken (Chair)
Mike Lockwood
Richard Allen
Phil Bellamy

In attendance: Lynn Plumbley (Chief Executive)

Apologies: Marc Brooks

1. Quorum & Declarations of Interest

The Chair declared the meeting quorate. There were no declarations of interest and it was noted apologies had been received from Marc Brooks.

2. Minutes

The minutes of the meetings held on 5 October 2011, 31 October 2011 and 10 November 2011 were approved as being a true record for signing, there were no matters arising.

3. Financial Position

The financial report, which identified the change in position since the October board meeting was noted. The board was also afforded the opportunity to review the finalised 2011 book keeping record. The board also noted the new accountants had advised the CLSB was corporation tax exempt, based on guidance issued (the IR had refused to confirm one way or the other).

4. Risk Management

The risk matrix was reviewed and revised.

5. Practising Certificate Update

The board was advised on the number of applications received to date and it agreed that those who ignored a late payment demand to be sent middle of January should be called to attend before a Conduct Committee.

6. Re-appointment of Phil Bellamy & Marc Brooks

The board agreed that both Phil and Marc should be re-appointed for a further year with effect from 24 January 2012.

7. Conduct Committee Code of Conduct

The board discussed the document as presented, it was agreed for future use subject to minor change.

8. Conduct Committee Travel & Subsistence Policy

The board discussed the document as presented, it was agreed for future use subject to one minor change.

9. Governance Bible Index

This was noted. The board requested a full and finalised copy of the Governance Bible be sent to each of them as well as a copy to the LSB and ACL.

10. Complaints Investigator

The board noted the appointment of Barry Hine following advertisement of the opportunity.

11. Referral Fees

The board was advised that referral fees on PI matters were in the process of being banned by the government under legislation, but that there were no plans to ban them in any other area of law. The board was advised that should CLSB, at any time in the future, seek to ban referral fees for Costs Lawyers over and above prevailing legislation then it would have to consult on this.

12. Remuneration Committee Report

The board approved a 3% cost of living increase for the Chief Executive on both salary and pension. It further approved a one off payment of £1,000 in recognition of the significant amount of work undertaken during 2011 to establish the CLSB within the defined timescale and on budget.

13. The European Communities (Recognition of Professional Qualification) Regulations 2007

The board was advised an expression of interest (application awaited) had been received under the ACL Transfer Regulations 2009, the completed application form was awaited. The Chief Executive indicated she would undertake work to transfer the ACL Regulations over to the CLSB.

14. Date & Time of Next Meeting

Wednesday 4 April 2012 @ 10.30am, The Studio, 7 Cannon Street, Birmingham.

15. AOB

- The board was unanimously both disappointed and concerned about comments being made about CLSB by the ACL Chair in the Costs Lawyer Journal in recent months. The board agreed the CLSB chair should write to the ACL chair reiterating its desire that both parties work together in the best interest of the profession.
- The board noted the LSB, LSCP and OLC will be subject to review in January 2012, expected to take between 3-6 months to complete.
- It was agreed a revised business plan would be presented to the next meeting.

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

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Chairman