

Company number: 04608905

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

Present: Graham Aitken (Chair)
Richard Allen
Phil Bellamy
Marc Brooks

Apologies: Mike Lockwood

In attendance: Lynn Plumbley (Chief Executive)

1. Quorum, Apologies & Declarations of Interest

The apologies of Mike Lockwood were noted, the Chair declared the meeting quorate and it was noted there were no declarations of interest.

2. Minutes

The minutes of the meetings held on 4 April 2012 were approved as being a true record for signing, there were no matters arising.

3. Finance

The board reviewed and noted the Q2 financial report and was also afforded the opportunity to review the 2012 book keeping record to date. The Reserve Policy was reconsidered and it was agreed the Reserve Fund would be increased, based on potential exposure rather than annual income. It was therefore agreed to transfer, with immediate effect, £10k from the main account to the reserve account.

4. Risk Management

The risk matrix was reviewed and revised. The board also agreed with the Chief Executives proposal to section risks under three headings, consumer, business & profession.

5. Regulatory Self-Assessment Forms

The forms were reviewed and approved for filing with the LSB as presented. It was agreed against seeking independent scrutiny due to small size and infancy of CLSB as well as the fact CLSB considers the profession to be low risk. The board was also briefed on a recent meeting with the LSB in connection with the introduction of the new Oxera Framework.

6. Update Meetings with ACL

The board was advised the March meeting with ACL had gone well and that it had been agreed to hold these meetings twice a year going forward (March/September).

7. Diversity Survey 2012

The outcome was noted. It was agreed that no issues arose as a result which required an Impact Assessment or any other action.

8. Practising Certificate Reinstatement Procedure

The procedure was approved for immediate implementation.

9. Guidance Note: Principle 3.6

The Chief Executive would redraft based on changes discussed and would circulate, the final agreed version would be submitted to ACL for comment before the LSB.

10. Guidance Note: Right to Execute Legal Documents & Right to Administer Oaths

The guidance note was approved subject to changes suggested by the ACL EDO.

11. Guidance Note: ATE Insurance

It was agreed a part 20 exemption would be explored before further consideration was given to this guidance note.

12. ACL Training Ltd & Education Audit

The resignation of the EDO with effect from 21 August 2012 was noted. The board were advised ACL were looking at options going forward. The board noted the SRA had yet to respond with proposals on undertaking an education audit on behalf of the CLSB, the structure of which was approved.

13. Schedule of 2013 Board Dates

These were agreed as being held on a Wednesday during 2013 on the following dates: 9 January, 10 April, 10 July, 9 October.

14. Board Appraisal Policy

The revisions were discussed and agreed by the board.

15. 2013 Practising Certificate Fee

The board were advised the ACL budget and fee proposal was still awaited (timetabled to have been received by 15 June). The board asked the Chief Executive to impress on the ACL that there was a tight deadline to be met for the documentation to be submitted to the LSB.

16. Mark of Regulation

Proposed logos were discussed, a preferred logo was agreed upon for further revision.

17. CPD Audit

The results of the annual CPD audit were noted and based on the findings, the board agreed with the recommendation therein. The board also agreed the revised version (V3) of the guidance note, redrafted as a result of the audit.

18. AOB

- It was agreed that CLSB would write to ACL and formally ask them to action the protection of the title “Costs Lawyer”.
- The results in the ACL Costs Lawyer survey (May 2012) were discussed and noted.
- The speech of David Edmonds, Chair of the LSB (10 May 2012) was noted.
- It was agreed that board remuneration rates would remain the same for those offered a further Letter of Engagement in 2013. The Chief Executive advised the board that she was not requesting any review of her remuneration for 2012/13 (cost of living or otherwise).
- The potential for a guidance note on charging arrangements/T&C’s was discussed but decided against.
- LSB would ask ACL if they would sign up to Lawcare for its members.
- Recent requests for charitable donations from LSB employees were discussed. It was agreed that CLSB should not make any such donations.
- Consultation papers received since the last meeting were noted, as were responses submitted.

19. Date & Time of Next Meeting

Wednesday 3 October 2012 @ 10.30am, The Studio, 7 Cannon Street, Birmingham.

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

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Chairman