

Company number: 04608905

**Costs Lawyer Standards Board Ltd (the "Company")**  
**Minutes of meeting held by email**  
**Monday 14 September 2015 at 9.00am**

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

In attendance: Lynn Plumbley

**1. Chair & quorum**

The meeting was declared quorate.

**2. S.17 Offence**

The board convened to consider the outcome report following a recent investigation into a potential offence of "pretend to be entitled" by a Costs Lawyer who had not held a Costs Lawyer practising certificate for years 2013, 2014 and 2015.

Having considered the likelihood of the CPS taking action and what options provided greatest consumer protection, it was agreed the CLSB would consider an application for reinstatement based on the following conditions:

Year 2015: Costs Lawyer must remove/correct all public domain information which immediate effect which misleads as regards his authorised status and as to the law surrounding his authorised status under the Legal Services Act 2007.

Year 2015: Costs Lawyer must achieve a minimum of 4 CPD points for practising year 2015.

Year 2015, 2016 & 2017: Costs Lawyer may not apply to be a tutor with a CLSB authorised study provider until 1 January 2018 earliest.

Year 2015, 2016 & 2017: Costs Lawyer may not apply for Authorised Costs Lawyer status to provide CPD training until 1 January 2018 earliest.

**3. Meeting closed**

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

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Chairman