

Company number: 04608905

**Costs Lawyer Standards Board Ltd**  
**Monday 5 December 2016 at 10.30 am**  
**The Studio, 7 Cannon Street, Birmingham**

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

**In attendance:** Lynn Plumbley (Chief Executive)

**By invite:** Pippa Prangley (Head of Regulatory Risk at BSB) (*by phone*)

**1. Quorum, apologies, declarations of interest & guests**

The Chair declared the meeting quorate. There were no apologies. There were no declarations of interest. The Chair welcomed Pippa Prangley for that part of the meeting which considered risk management and the CLSB approach to supervision.

**2. Minutes**

The board noted all actions from the minutes dated 11 October 2016 had been undertaken. There were no matters arising. The board agreed the minutes as being a true record for signing.

**Action: LDP: Post minutes on CLSB website**

**3. Risk**

The board considered the following documents and suggested amends and agreed the final versions would be put to the January 2017 board for final sign off and implementation:

- Risk framework: Regulatory risk
- Risk framework: Business risk
- Schedule: Regulatory risk
- Schedule: Business risk
- Supervision policy

**4. Action plan following LSB assessment**

The board was advised its Chair & CEO were scheduled to attend an update meeting with the LSB on 12 December 2016. The CEO advised that at a recent Regulators Forum, other ARs had indicated they had also been requested to attend a progress meeting. The board worked through the progress report on actions to date and noted the significant progress made.

5. **Education review**

The board noted that draft consultation paper and that further work would be undertaken on this to provide more detail.

6. **Entity regulation**

This was considered again and it was agreed that due to the number of costs law firms actually being ABS bodies rather than entities; and, uncertainty due to future impacts on the profession (fixed costs and automated bills of costs) investing in such an arrangement was not at present appropriate.

7. **Date & time of next meeting**

Date & time: Tuesday 24 January 2017 at 10.30am

Location: CREATE, The Studio, 7 Cannon Street, Birmingham

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

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Chairman

**Board document disclosure**

The following documents were not considered confidential, sensitive, subject to prevailing data protection laws or drafts and have therefore been published in the location stated.

<b>Paper</b>	<b>Publication</b>
Minutes 11 October 2016	Minute section on the CLSB website