



Costs Lawyer Standards Board

AGENDA

Thursday 12 December 2024 @ 10:30am
Remotely via videocall

Board:	Rt Hon David Heath CBE	Lay NED (Chair)
	Stephanie McIntosh	Lay NED (Vice-Chair)
	Andrew Harvey	Lay NED
	Andrew McAulay	Non-Lay NED
	Paul McCarthy	Non-Lay NED
In attendance:	Kate Wellington	CEO
	Jacqui Connelly	Director of Operations
	Lori Frecker	Director of Policy
	Craig Westwood	Legal Services Board (item 1)
	Suganya Suriyakumaran	Legal Services Board (item 1)

Note: Agenda items in blue are standing items

	Agenda item	Paper	Publish ¹	Lead
1	Opening matters 1.1 Quorum and apologies 1.2 Declarations of interest on agenda items 1.3 Meet and greet session with Craig Westwood	- - -		DH DH DH
2	Minutes 2.1 Approval of minutes (21 October 2024) 2.2 Matters arising (21 October 2024)	Item 2.1 -	Yes	DH DH
3	Strategy 3.1 Progress against Business Plan: 2024 annual roundup 3.2 Recruitment update	Item 3.1 -	Yes	KW KW

¹ The letters used in this column indicate the reason for any non-publication of papers. They correspond to the reasons set out in our publication policy, which can be found on the [What we Publish](#) page of our website.

4	Board matters 4.1 Board members reappointment 4.2 Remuneration Committee member reappointments 4.3 Remuneration Committee update	- - Item 4.3	Yes	SM DH AH
5	Finance 5.1 Quarterly report: Q4 2024 5.2 2024 contribution to reserves	Item 5.1 -	No (D, E)	JC KW/JC
6	Risk management 6.1 Review of risk register	Item 6.1	Yes	DH
7	Regulatory matters 7.1 ACL Training annual monitoring outcome 7.2 First tier complaints guidance 7.3 Technology and AI workplan 7.4 Disciplinary investigation update 7.5 Client care letters thematic review 7.6 Updated Guidance Note on retention of client files	Item 7.1A+B Item 7.2A+B Item 7.3A+B - Item 7.5 Item 7.6	Not A (D) Yes Yes Yes Yes Yes	KW/AM LF LF KW KW/JC KW
8	Legal Services Board (LSB) 8.1 Work updates 8.2 Regulatory performance assessment submission 8.3 Axiom Ince report	- Item 8.2 Item 8.3A+B	Yes Yes	KW KW KW
9	Stakeholder updates² 9.1 ACL Council meeting minutes 9.2 Work updates	Item 9.1 -	Yes	KW KW
10	Operations 10.1 Practising certificate renewals feedback 10.2 Amendment to supervision framework 10.3 Project scoping: Log-in area for the CLSB website	- Item 10.2 Item 10.3	Yes Yes	JC JC JC
11	Publication 11.1 Confirmation that papers can be published	-		DH
12	AOB	-		DH
13	Next meeting Date: Wednesday 26 March 2024 Venue: Remotely via Teams	-		DH

² This agenda item is used to update the board on significant developments relating to the work of the Legal Services Consumer Panel, Association of Costs Lawyers, ACL Training, Legal Ombudsman (including exception reporting on service complaints) and other relevant stakeholders.