



Costs Lawyer Standards Board

AGENDA

Wednesday 17 July 2024 @ 9:30am
20 Tavistock Square, London

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

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	- -		DH DH
2	Minutes 2.1 Approval of minutes (23 April 2024) 2.2 Matters arising (23 April 2024)	Item 2.1 -	Yes	DH DH
3	Strategy 3.1 Progress against Business Plan: Q2 2024 3.2 Feedback from strategy day (16 July 2024) 3.3 2025 Business Plan	Item 3.1 - Item 3.3	Yes Yes	KW DH/KW KW
4	Board matters 4.1 2025 board dates	-		DH

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.

5	Finance 5.1 Quarterly report: Q2 2024 5.2 2023 accounts 5.3 2025 budget and PCF consultation	Item 5.1 Item 5.2 Item 5.3A-E	No (D, E) No (D, E) Not 5.3B (D, E)	JC JC KW/JC
6	Risk management 6.1 Review of risk register	Item 6.1	Yes	DH
7	Regulatory matters 7.1 Ethics Hub 7.2 New guidance notes 7.3 Complaints about unregulated providers 7.4 Engagement in Wales	Item 7.1 Item 7.2A-D Item 7.3 -	Yes Yes Yes	KW KW KW/JC KW
8	Legal Services Board (LSB) 8.1 Work updates 8.2 Compliance plan for transparency expectations	Item 8.1A+B Item 8.2A+B	Yes Yes	KW KW
9	Stakeholder updates² 9.1 ACL Council meeting minutes 9.2 Work updates 9.3 Annual review of MOU and OP with ACL	Item 9.1 Item 9.2 -	Yes Yes	KW KW KW
10	Operations 10.1 Client care letters project plan	-		KW/JC
11	Publication 11.1 Confirmation that papers can be published	-		DH
12	AOB	-		DH
13	Next meeting Date: Wednesday 23 October 2024 Venue: Remote by videocall	-		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.