



Costs Lawyer Standards Board

AGENDA

Wednesday 18 June 2024 @ 9:30am

UCEA Boardroom

Woburn House

20 Tavistock Square, London

Board:	Rt Hon David Heath CBE	Lay NED (Chair)
	Stephanie McIntosh	Lay NED (Vice-Chair) (apologies)
	Andrew Harvey	Lay NED
	Andrew McAulay	Non-Lay NED
	Paul McCarthy	Non-Lay NED
In attendance:	Paul Mosson	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 (26 March 2025) 2.2 Matters arising (26 March 2025)	Item 2.1 -	Yes -	DH DH
3	Strategy 3.1 Feedback from strategy day (17 June 2025) 3.2 Progress against Business Plan: Q2 2025 3.3 2026 Business Plan	- Item 3.2 Item 3.3	- Yes Yes	DH PM PM
4	Board matters 4.1 2026 board dates 4.2 Verify identity for Companies House	- -	- -	PM PM

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 2025 5.2 2024 accounts, including audit report 5.3 2026 budget and PCF consultation 5.4 Revised Reserves Policy	Item 5.1 Item 5.2A-C Item 5.3A-E Item 5.4	No (D, E) Not 5.2A (D, E) Not 5.3B (D, E) Yes	JC JC PM/JC JC
6	Risk management 6.1 Annual Risk Outlook 6.2 Review of risk register	Item 6.1 Item 6.2	Yes Yes	DH DH
7	Regulatory matters 7.1 CPD audit outcome report 7.2 Conditions on return to practising	Item 7.1 Item 7.2A+B	Yes Yes	JC PM
8	Legal Services Board (LSB) 8.1 Work updates	Item 8.1	Yes	PM
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 -	PM PM PM
10	Operations 10.1 Cyber Security improvements	Item 10.1	No (D, F)	JC
11	Publication 11.1 Confirmation that papers can be published	-	-	DH
12	AOB	-	-	DH
13	Next meeting Date: 17 September 2025 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.