



## Costs Lawyer Standards Board

### AGENDA

Thursday 19 May 2022 @ 10:30am  
Remotely via videoconference

**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 and Company Secretary
Jacqui Connelly	Director of Operations
Heather Clayton	Director of Policy (Item 7.1)
Jack Ridgway	ACL (Item 1.3)
Sarah Hutchinson and Kirsty Allison	ACL Training (Item 3.2)

*Note: Agenda items in blue are standing items*

	Agenda item	Paper	Publish <sup>1</sup>	Lead
1	<b>Opening matters</b> 1.1 <a href="#">Quorum and apologies</a> 1.2 <a href="#">Declarations of interest on agenda items</a> 1.3 Meet and greet with incoming ACL Chair	- - Item 1.3	  Yes	DH DH DH
2	<b>Minutes</b> 2.1 <a href="#">Approval of minutes</a> (2 February 2022) 2.2 <a href="#">Matters arising</a> (2 February 2022)	Item 2.1 -	Yes	DH DH
3	<b>Strategy</b> 3.1 <a href="#">Progress against Business Plan: Q1 2022</a> 3.2 Roundtable discussion with ACL Training	Item 3.1 Item 3.2	Yes No (B, D)	KW DH
4	<b>Board matters</b> 4.1 Annual declaration of interests 4.2 Scheduled review of staff working arrangements	Item 4.1 -	Yes	KW DH

<sup>1</sup> 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	<b>Finance</b> 5.1 <a href="#">Quarterly report: Q1 2022</a>	Item 5.1	No (D, E)	JC
6	<b>Risk management</b> 6.1 <a href="#">Review of risk registers</a> 6.2 Compliance with government sanctions on Russia	Item 6.1 Item 6.2	Yes Yes	KW KW
7	<b>Regulatory matters</b> 7.1 Innovation project report 7.2 Complaint triage process 7.3 Costs Lawyer profession in 2021	Item 7.1A+B Item 7.2 Item 7.3	No (G) Yes Yes	HC KW KW
8	<b>Legal Services Board (LSB)</b> 8.1 Continuing competence 8.2 Policy statement on empowering consumers 8.3 Other consultations	Item 8.1 Item 8.2A+B -	Yes Yes	KW KW KW
9	<b>Stakeholder updates<sup>2</sup></b> 9.1 <a href="#">ACL Council meeting minutes</a> 9.2 Work updates	Item 9.1 Item 9.2	Yes Yes	KW KW
10	<b>Operations</b> 10.1 2021 CPD audit outcomes 10.2 New exit survey	Item 10.1 Item 10.2	Yes Yes	JC JC
11	<b>Publication</b> 11.1 <a href="#">Confirmation that papers can be published</a>	-		DH
12	<b>AOB</b>	-		DH
13	<b>Next meeting</b> <a href="#">Date: 20 July 2022</a> <a href="#">Venue: Institute of Advanced Legal Studies, London</a>	-		DH

<sup>2</sup> 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.