



Costs Lawyer Standards Board

AGENDA

Wednesday 19 October 2022 @ 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
	Paul McFadden	Legal Ombudsman (Item 9.2)

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 (20 July 2022) 2.2 Matters arising (20 July 2022)	Item 2.1 -	Yes	DH DH
3	Strategy 3.1 Progress against Business Plan: Q3 2022 3.2 Discussion session: Regulating B2B vs B2C costs services	Item 3.1 -	Yes	KW KW
4	Board matters 4.1 Board member reappointments 4.2 Remuneration Committee matters 4.3 Governance review tracker: NED job descriptions	- Item 4.2 Item 4.3A+B	No (A, B) Yes	DH AH 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.

5	Finance 5.1 Quarterly report: Q3 2022 5.2 LSB decision on PCF application	Item 5.1 Item 5.2	No (D, E) Yes	JC KW
6	Risk management 6.1 Review of risk registers	Item 6.1	Yes	KW
7	Regulatory matters 7.1 Costs Lawyer Qualification accreditation for 2023 7.2 Professional Qualifications Act 2022	Item 7.1A+B -	No (B, D)	KW KW
8	Legal Services Board (LSB) 8.1 Regulatory performance information request 8.2 Feedback from LSB conference	Item 8.1 -	Yes	KW DH
9	Stakeholder updates² 9.1 ACL Council meeting minutes 9.2 Roundtable with Paul McFadden, Legal Ombudsman	Item 9.1 -	Yes	KW DH
10	Operations 10.1 Complaint procedure audit report 10.2 Review of internal staff policies	Item 10.1 Item 10.2	Yes Yes	JC KW/JC
10	Publication 10.1 Confirmation that papers can be published	-		DH
11	AOB	-		DH
12	Next meeting Date: 31 January 2023 Venue: Remote via 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.