



Costs Lawyer Standards Board

AGENDA

Wednesday 2 February 2022 @ 10:30am

Remotely via videoconference

Board:	Rt Hon David Heath CBE Stephanie McIntosh Paul McCarthy Andrew McAulay	Lay NED (Chair) Lay NED (Vice-Chair) Non-Lay NED Non-Lay NED
In attendance:	Kate Wellington Jacqui Connelly Heather Clayton Alison Hook, Ben Rosie and Nankunda Katangaza	CEO and Company Secretary Director of Operations Director of Policy (Item 7.1) Hook Tangaza (Item 7.1)
Apologies:	Andrew Harvey	Lay NED

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 October 2021) 2.2 Matters arising (20 October 2021)	Item 2.1 -	Yes	DH DH
3	Strategy 3.1 Progress against Business Plan: 2021 roundup 3.2 Annual progress against performance indicators 3.3 Education and competency	Item 3.1 Item 3.2A+B Item 3.3A-C	Yes Yes Not C (G)	KW KW KW
4	Board matters 4.1 Reappointment of Chair 4.2 Governance review	- Item 4.2A+B	Yes	SM 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: Q4 2021 5.2 Cost of living wage rise	Item 5.1 -	No (D, E)	JC KW
6	Risk management 6.1 Review of risk registers 6.2 Professional indemnity insurance	Item 6.1 Item 6.2	Yes Yes	KW KW
7	Regulatory matters 7.1 Innovation project update	Item 7.1	No (G)	HC
8	Legal Services Board (LSB) 8.1 Updated regulatory performance assessment 8.2 Consultations	Item 8.1 -	Yes	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 data	Item 10.1A+B	Yes	JC
11	Publication 11.1 Confirmation that papers can be published	-		DH
12	AOB	-		DH
13	Next meeting Date: 19 May 2022 @ 10.30am Venue: To be agreed	-		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.