



## Costs Lawyer Standards Board

### AGENDA

Wednesday 20 January 2021 @ 10.30am  
Remotely via videoconference

<b>Board:</b>	Steve Winfield	Lay NED (Chair)
	Stephanie McIntosh	Lay NED (Vice-Chair)
	Paul McCarthy	Non-Lay NED
	Andrew Harvey	Lay NED
	Andrew McAulay	Non-Lay NED
<b>In attendance:</b>	Kate Wellington	Company Secretary and CEO
	Jacqui Connelly	Administration Manager
	David Heath CBE	Incoming Chair
	Stephen Gowland	NED, Legal Services Board (item 1.3)
	Steve Violet	Policy Manager, Legal Services Board (item 1.3)

*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 Roundtable with Stephen Gowland, LSB Board Lead	- - -		SW SW All
2	<b>Minutes</b> 2.1 <a href="#">Approval of minutes</a> (20 October 2020) 2.2 <a href="#">Matters arising</a> (20 October 2020)	Item 2.1 -	Yes	SW SW
3	<b>Strategy</b> 3.1 <a href="#">Progress against Business Plan: 2020 roundup</a> 3.2 Annual progress against performance indicators 3.3 Education and competency	Item 3.1 Item 3.2A+B -	Yes Yes	KW KW KW
4	<b>Board matters</b> 4.1 Appointment of incoming Chair	-		SW
5	<b>Finance</b> 5.1 <a href="#">Quarterly report: Q4 2020</a> 5.2 Cost of living wage rise	Item 5.1 -	No (D, E)	JC/KW KW

<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.

6	<b>Risk management</b> 6.1 <a href="#">Review of risk registers</a> 6.2 Coronavirus	Item 6.1 -	Yes	KW KW
7	<b>Regulatory matters</b> 7.1 Case Manager guidance under the DR&P 7.2 Guidance note on ATE insurance 7.3 Recognition of European qualifications post-Brexit 7.4 Implementation of new CPD Rules 7.5 CMA review of market study recommendations	Item 7.1 Item 7.2A+B Item 7.3 - Item 7.5	Yes Yes Yes - Yes	KW KW KW KW KW
8	<b>Legal Services Board (LSB)</b> 8.1 Updated regulatory assessment 8.2 State of the nation report and strategy consultation 8.3 Other workstreams	Item 8.1A+B - Item 8.3	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 -	Yes -	KW KW
10	<b>Operational matters</b> 10.1 Review of practising certificate renewal process	Item 10.1	Yes	JC/KW
11	<b>Publication</b> 11.1 <a href="#">Confirmation that papers can be published</a>	-		SW
12	<b>AOB</b>	-		SW
13	<b>Next meeting</b> <a href="#">Date: 21 April 2021 @ 10.30am</a> <a href="#">Venue: To be agreed</a>	-		SW

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<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.