

Costs Lawyer Standards Board

AGENDA

Tuesday 20 October 2020 @ 10.30am
Remotely via videoconference

Board:

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	

In attendance:

Kate Wellington	Company Secretary and CEO
Jacqui Connelly	Administration Manager (for initial items)

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	- -		SW SW
2	Minutes 2.1 Approval of minutes (21 July 2020) 2.2 Matters arising (21 July 2020)	Item 2.1 -	Yes	SW SW
3	Strategy 3.1 Progress against Business Plan 3.2 Education and competency	Item 3.1 Item 3.2	Yes Yes	KW KW
4	Board matters 4.1 Chair recruitment update 4.2 Reappointments	- -		KW SW
5	Finance 5.1 Quarterly report: Q3 2020 5.2 Legal Choices funding update 5.3 Outcome of practising fee application	Item 5.1 Item 5.2 Item 5.3A+B	No (D, E) Yes Yes	JC/KW KW KW
6	Risk management 6.1 Review of risk registers 6.2 Coronavirus	Item 6.1 -	Yes	KW 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.

7	Regulatory matters 7.1 Guidance – final Handbook audit items 7.2 Guidance – client money 7.3 CPD dispensation policy 7.4 CMA review of market study recommendations	Item 7.1A-D Item 7.2A-C Item 7.3 Item 7.4	Yes Not 7.2C (G) Yes Yes	KW KW KW KW
8	Legal Services Board (LSB) 8.1 Response to Practising Fee Rules consultation 8.2 Regulatory assessment 8.3 Other workstreams	Item 8.1 Item 8.2A+B -	Yes Yes	KW KW KW
9	Stakeholder updates² 9.1 ACL Council meeting minutes 9.2 Work updates	Item 9.1 -	Yes	KW KW
10	Operational matters 10.1 Practising certificate renewals process	-		KW
11	Publication 11.1 Confirmation that papers can be published	-		SW
12	AOB	-		SW
13	Next meeting (i) Date: 20 January 2020 @ 10.30am (ii) Venue: To be agreed	- -		SW SW

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.