



## Costs Lawyer Standards Board

### AGENDA

Wednesday 20 October 2021 @ 10:30am  
Remotely via videoconference

<b>Board:</b>	Rt Hon David Heath CBE Stephanie McIntosh Paul McCarthy Andrew Harvey Andrew McAulay	Lay NED (Chair) Lay NED (Vice-Chair) Non-Lay NED Lay NED Non-Lay NED
<b>In attendance:</b>	Kate Wellington Jacqui Connelly Prof Carl Stychin	CEO and Company Secretary Director of Operations Independent Education Adviser (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>	- -		DH DH
2	<b>Minutes</b> 2.1 <a href="#">Approval of minutes (21 July 2021)</a> 2.2 <a href="#">Matters arising (21 July 2021)</a>	Item 2.1 -	Yes	DH DH
3	<b>Strategy</b> 3.1 <a href="#">Progress against Business Plan: Q3 2021</a> 3.2 Education	Item 3.1 Item 3.2	Yes No (B, D)	KW KW
4	<b>Board matters</b> 4.1 Staff working arrangements	-		DH
5	<b>Finance</b> 5.1 <a href="#">Quarterly report: Q3 2021</a> 5.2 Outcome of PCF application	Item 5.1 Item 5.2	No (D, E) Yes	JC KW
6	<b>Risk management</b> 6.1 <a href="#">Review of risk registers</a>	Item 6.1	Yes	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.

7	<b>Regulatory matters</b> 7.1 Guidance Notes 7.2 Supervision Policy and final supervision framework 7.3 Innovation project update 7.4 Proposal for virtual diversity event	Item 7.1A-C Item 7.2A-C Item 7.3 Item 7.4	Yes Yes Yes Yes	KW KW KW KW
8	<b>Legal Services Board (LSB)</b> 8.1 Proposed statutory policy statement 8.2 Other workstreams	- Item 8.2	 Yes	 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 H&S policy and risk assessment 10.2 CPD dispensation policy	Item 10.1A+B -	Not A (A)	KW 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: 26 January 2022 @ 10.30am</a> <a href="#">Venue: To be agreed</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.