



Costs Lawyer Standards Board

AGENDA

Wednesday 21 April 2021 @ 10.30am
Remotely via videoconference

Board:	David Heath CBE	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	CEO and Company Secretary
	Jacqui Connelly	Administration Manager
	Prof Carl Stychin	Independent Education Adviser (item 3.2)
	Heather Clayton	Director of Policy (item 3.3)

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 January 2021) 2.2 Matters arising (20 January 2021)	Item 2.1 -	Yes	DH DH
3	Strategy 3.1 Progress against Business Plan: Q1 2021 3.2 Education and competency 3.3 Consumer outcomes	Item 3.1 Item 3.2A-C Item 3.3A+B	Yes No (B) Yes	KW KW HC
4	Board matters 4.1 Input for strategy day agenda	-		DH
5	Finance 5.1 Quarterly report: Q1 2021 5.2 Practising Fee Rules and updated Reserves Policy	Item 5.1 Item 5.2A+B	No (D, E) Yes	JC 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.

6	Risk management 6.1 Review of risk registers 6.2 Coronavirus impact survey report	Item 6.1 Item 6.2	Yes Yes	KW KW
7	Regulatory matters 7.1 Updated guidance notes 7.2 2020 CPD audit outcomes 7.3 Supervision frameworks 7.4 Guidelines for complainants 7.5 Feedback from Accredited Costs Lawyers 7.6 The Costs Lawyer profession in 2020 report	Item 7.1A-F Item 7.2 Item 7.3A-D Item 7.4A+B - Item 7.6	Yes Yes Yes Yes Yes	KW JC KW KW KW/JC KW
8	Legal Services Board (LSB) 8.1 Outcome of strategy and business plan consultation 8.2 Other workstreams	- Item 8.2	 Yes	KW KW
9	Stakeholder updates² 9.1 ACL Council meeting minutes 9.2 Work updates	Item 9.1 Item 9.2	Yes No (B)	KW KW
10	Operational matters 10.1 Digital work programme update	-		JC
11	Publication 11.1 Confirmation that papers can be published	-		DH
12	AOB	-		DH
13	Next meeting Date: 21 July 2021 @ 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.