

Costs Lawyer Standards Board

AGENDA

Tuesday 21 July 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 (22 April 2020) 2.2 Matters arising (22 April 2020)	Item 2.1 -	Yes	SW SW
3	Strategy 3.1 Progress against Business Plan 3.2 Approach to coronavirus 3.3 2021 Business Plan	Item 3.1 Item 3.2 Item 3.3	Yes Yes Yes	KW KW KW
4	Board matters 4.1 Chair recruitment 4.2 Meeting dates for 2021	Item 4.1 -	No (A)	KW SW
5	Finance 5.1 Quarterly report: Q2 2020 5.2 2019 accounts 5.3 Legal Choices funding 5.4 2021 budget 5.5 2021 practising fee 5.6 Policy on handling disciplinary income	Item 5.1 Item 5.2 Item 5.3 Item 5.4A+B Item 5.5 Item 5.6	No (D, E) Yes No (B) Not 5.4B (A, D) Yes Yes	JC KW KW KW 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.

6	Risk management 6.1 Review of risk registers 6.2 Business Continuity Plan	Item 6.1 Item 6.2A+B	Yes No (A, F)	KW
7	Regulatory matters 7.1 CPD Rules 7.2 Practising Rules 7.3 Guidance 7.4 Handling of client money 7.5 Mayson report 7.6 CPD audit	Item 7.1A-C Item 7.2 Item 7.3A-D Item 7.4 Item 7.5 -	Yes Yes Yes No (F, G) Yes	KW KW KW KW KW
8	Legal Services Board (LSB) 8.1 Internal Governance Rules 8.2 Other workstreams	- Item 8.2	Yes	KW KW
9	Legal Services Consumer Panel (LSCP) 9.1 Work update	-		KW
10	Legal Ombudsman (LeO) 10.1 Complaints position 10.2 Work update	- Item 10.2	Yes	KW KW
11	Representation (ACL) 11.1 Council minutes 11.2 Work update	Item 11.1 -	Yes	KW KW
12	Education 12.1 Costs Lawyer Qualification coronavirus update	-		KW
13	Operational matters 13.1 Database demo	-		JC
14	Publication 14.1 Confirmation that papers can be published	-		KW
15	AOB	-		SW
16	Next meeting (i) Date: Tuesday 20 October 2020 @ 10.30am (ii) Venue: Leeds or videoconference (TBC)	- -		SW SW