

Costs Lawyer Standards Board

AGENDA

Wednesday 22 April 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	Lead
1	Opening matters 1.1 Quorum and apologies 1.2 Declarations of interest on any agenda items	- -		SW SW
2	Minutes 2.1 Approval of minutes (22 January 2020) 2.2 Matters arising (22 January 2020)	Item 2.1 -	Yes	SW SW
3	Strategy 3.1 Progress against Business Plan 3.2 Approach to coronavirus	Item 3.1 Item 3.2	Yes Yes	KW KW
4	Board matters 4.1 Publication of board papers 4.2 Updated notification of CEO interests	Item 4.1 -	No – G	SW KW
5	Finance 5.1 Quarterly report: Q1 2020 5.2 Legal Choices funding	Item 5.1 Item 5.2A+B	No – D,E Yes	JC KW
6	Risk management 6.1 Review of risk registers	Item 6.1A+B	Yes	KW
7	Regulatory matters 7.1 Disciplinary Rules and Procedures 7.2 Consultation outcomes 7.3 Guidance	Item 7.1A to I Item 7.2A+B Item 7.3	Yes Yes Yes	KW KW KW

	7.4 Consumer engagement Board Decision Note 7.5 Handling of client money	Item 7.4 -	Yes	KW KW
8	Legal Services Board (LSB) 8.1 Diversity 8.2 Internal Governance Rules 8.3 Practising fee approval process 8.4 Other workstreams	Item 8.1A to D Item 8.2A to D Item 8.3 Item 8.4	Yes Yes Yes Yes	KW KW 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	- -		KW KW
12	Education 12.1 Costs Lawyer Qualification coronavirus update	-		KW
13	Operational matters 13.1 IT update	-		KW
14	AOB	-		SW
15	Next meeting (i) Date and time: Tuesday 21 July 2020 @ 10.30am (ii) Venue: London or videoconference (TBC)	- -		SW SW