



Costs Lawyer Standards Board

AGENDA

Tuesday 23 April 2024 @ 10:30am
Remotely via videocall

Board:	Rt Hon David Heath CBE	Lay NED (Chair)
	Stephanie McIntosh	Lay NED (Vice-Chair)
	Andrew Harvey	Lay NED
	Andrew McAulay	Non-Lay NED
	Paul McCarthy	Non-Lay NED
In attendance:	Kate Wellington	CEO
	Jacqui Connelly	Director of Operations
	Lori Frecker	Director of Policy

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 (30 January 2024) 2.2 Matters arising (30 January 2024)	Item 2.1 -	Yes	DH DH
3	Strategy 3.1 Progress against Business Plan: Q1 2024 3.2 Performance indicators for new strategy 3.3 Communications strategy: risk appetite statements	Item 3.1 Item 3.2 Item 3.3	Yes Yes Yes	KW KW KW
4	Board matters 4.1 Consolidated register of interests 4.2 Remuneration Committee report	Item 4.1 Item 4.2	Yes No (A)	DH AH

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.

5	Finance 5.1 Quarterly report: Q1 2024 5.2 Finance Authorisation Policy	Item 5.1 Item 5.2	No (D, E) Yes	JC KW
6	Risk management 6.1 Review of risk register 6.2 Annual Risk Outlook (second edition)	Item 6.1 Item 6.2	Yes Yes	DH KW
7	Regulatory matters 7.1 Code of Conduct implementation 7.2 Annual complaints look-across 7.3 MoJ submission on judicial appointments 7.4 2023 diversity report 7.5 Economic crime regulatory objective	- Item 7.2 Item 7.3 Item 7.4 Item 7.5	Yes Yes Yes Yes	KW KW/JC KW/LF KW/LF KW/LF
8	Legal Services Board (LSB) 8.1 Work updates	-		DH/KW
9	Stakeholder updates² 9.1 ACL Council meeting minutes 9.2 Work updates	Item 9.1 -	Yes	KW KW
10	Operations 10.1 Outcome of 2023 CPD audit	Item 10.1	Yes	JC
11	Publication 11.1 Confirmation that papers can be published	-		DH
12	AOB	-		DH
13	Next meeting Date: 16 - 17 July 2024 Venue: London	-		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.