



## Costs Lawyer Standards Board

### AGENDA

**Wednesday 26 March 2025 @ 10:30am**  
**Remotely via videocall**

<b>Board:</b>	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
<b>In attendance:</b>	Jacqui Connelly	Director of Operations
	Lori Frecker	Director of Policy
	Paul Mosson	Incoming CEO

*Note: Agenda items in blue are standing items*

	Agenda item	Paper	Publish <sup>1</sup>	Lead
1	<b>Opening matters</b> 1.1 Quorum and apologies 1.2 Declarations of interest on agenda items 1.3 Welcome to Paul Mosson	- - -		DH DH DH
2	<b>Minutes</b> 2.1 Approval of minutes (12 December 2024) 2.2 Matters arising (12 December 2024)	Item 2.1 -	Yes	DH DH
3	<b>Strategy</b> 3.1 Governance during the interregnum 3.2 Progress against Business Plan: Q1 2025 3.3 Annual report against performance indicators	- Item 3.2 Item 3.3	Yes No (B)	DH JC/LF JC
4	<b>Board matters</b> 4.1 Consolidated register of interests	Item 4.1	Yes	DH

<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.

5	<b>Finance</b> 5.1 <a href="#">Quarterly report: Q4 2024</a> 5.2 <a href="#">Quarterly report: Q1 2025 to date</a>	Item 5.1 Item 5.2	No (D, E) No (D, E)	JC JC
6	<b>Risk management</b> 6.1 <a href="#">Review of risk register</a>	Item 6.1	Yes	DH
7	<b>Regulatory matters</b> 7.1 Guidance Note on Client Care Letters 7.2 Guidance Note on Qualifying Experience 7.3 Annual complaints look-across 7.4 Costs Lawyer profession in 2024 7.5 Career pathways: 2024 diversity report & next phase of research	Item 7.1A+B+C Item 7.2 Item 7.3A+B Item 7.4 Item 7.5	Yes Yes No (B, E) Yes Yes	JC JC JC JC LF
8	<b>Legal Services Board (LSB)</b> 8.1 <a href="#">Work updates</a> 8.2 2024 Regulatory performance assessment outcome	Item 8.1A+B Item 8.2	Yes No (B)	LF DH
9	<b>Stakeholder updates<sup>2</sup></b> 9.1 <a href="#">ACL Council meeting minutes</a> 9.2 <a href="#">Work updates</a>	Item 9.1 -	Yes	JC JC/LF
10	<b>Operations</b> 10.1 2025 practising certificate renewals report 10.2 Financial Audit	Item 10.1 Item 10.2	Yes Yes	JC 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: 16-17 June</a> <a href="#">Venue: London</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.