



## Costs Lawyer Standards Board

### AGENDA

Wednesday 28 June 2023 @ 9:30am  
Gatehouse Chambers, London

**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

*Note: Agenda items in blue are standing items*

	Agenda item	Paper	Publish <sup>1</sup>	Lead
1	<b>Opening matters</b> 1.1 <a href="#">Quorum and apologies</a> 1.2 <a href="#">Declarations of interest on agenda items</a>	- -		DH DH
2	<b>Minutes</b> 2.1 <a href="#">Approval of minutes (29 March 2023)</a> 2.2 <a href="#">Matters arising (29 March 2023)</a>	Item 2.1 Item 2.2	Yes Yes	DH DH
3	<b>Strategy</b> 3.1 <a href="#">Progress against Business Plan: Q2 2023</a> 3.2 Entity regulation next steps 3.3 2024 Business Plan	Item 3.1 Item 3.2 Item 3.3	Yes No (G) Yes	KW KW KW
4	<b>Board matters</b> 4.1 2024 board dates 4.2 Tenure renewals and succession planning	- -		DH DH
5	<b>Finance</b> 5.1 <a href="#">Quarterly report: Q2 2023</a>	Item 5.1	No (D, E)	JC

<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.

	5.2 2022 accounts 5.3 2024 budget and PCF consultation	Item 5.2 Item 5.3A-E	No (D, E) Not B (D, E)	KW/JC KW
6	<b>Risk management</b> 6.1 <a href="#">Review of risk register</a>	Item 6.1	Yes	KW
7	<b>Regulatory matters</b> 7.1 Education – Accreditation 7.2 Education – Qualifying Experience update 7.3 Progress against ongoing competency action plan 7.4 Feedback from social mobility event 7.5 Draft cease and desist letter templates	Item 7.1 Item 7.2A+B Item 7.3A+B - Item 7.5	Yes Yes Yes - No (E)	KW KW KW DH/JC KW
8	<b>Legal Services Board (LSB)</b> 8.1 <a href="#">Work updates</a> 8.2 Feedback from Q2 meetings	Item 8.1 -	Yes	KW DH
9	<b>Stakeholder updates<sup>2</sup></b> 9.1 <a href="#">ACL Council meeting minutes</a> 9.2 CILEx re-delegation 9.3 Annual review of MOU and OP with ACL	Item 9.1 - -	Yes	KW KW KW
10	<b>Operations</b> 10.1 Outcome of 2023 complaints procedure audit	Item 10.1	Yes	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: 20 September 2023</a> <a href="#">Venue: Remotely via videocall</a>	-		DH

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<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.