



## Costs Lawyer Standards Board

### AGENDA

Tuesday 31 January 2023 @ 10:30am  
Remotely via videocall

|                       |                                                                                                  |                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Board:</b>         | Rt Hon David Heath CBE<br>Stephanie McIntosh<br>Andrew Harvey<br>Andrew McAulay<br>Paul McCarthy | Lay NED (Chair)<br>Lay NED (Vice-Chair)<br>Lay NED<br>Non-Lay NED<br>Non-Lay NED |
| <b>In attendance:</b> | Kate Wellington<br>Jacqui Connelly<br>Board members                                              | CEO<br>Director of Operations<br>Legal Services Board (Item 8.1)                 |

*Note: Agenda items in blue are standing items*

|   | Agenda item                                                                                                                             | Paper                   | Publish <sup>1</sup> | Lead     |
|---|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------|----------|
| 1 | <b>Opening matters</b><br>1.1 <a href="#">Quorum and apologies</a><br>1.2 <a href="#">Declarations of interest on agenda items</a>      | -<br>-                  |                      | DH<br>DH |
| 2 | <b>Minutes</b><br>2.1 <a href="#">Approval of minutes (19 October 2022)</a><br>2.2 <a href="#">Matters arising (19 October 2022)</a>    | Item 2.1<br>-           | Yes                  | DH<br>DH |
| 3 | <b>Strategy</b><br>3.1 <a href="#">Progress against Business Plan: 2022 roundup</a><br>3.2 Annual report against performance indicators | Item 3.1<br>Item 3.2A+B | Yes<br>Yes           | KW<br>KW |
| 4 | <b>Board matters</b><br>4.1 Remuneration Committee report                                                                               | -                       |                      | AH       |

<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><br>5.1 <a href="#">Quarterly report: Q4 2022</a>                                                                                                                                                                        | Item 5.1                                   | No (D, E)             | JC                         |
| 6  | <b>Risk management</b><br>6.1 <a href="#">Review of risk registers</a><br>6.2 Review of approach to risk                                                                                                                               | Item 6.1<br>Item 6.2                       | Yes<br>No (G)         | KW<br>KW                   |
| 7  | <b>Regulatory matters</b><br>7.1 Update on rule change applications<br>7.2 Ongoing competency forward plan<br>7.3 Costs Lawyer Profession in 2022 report<br>7.4 Code of Conduct review<br>7.5 Diversity update and proposed priorities | -<br>Item 7.2<br>Item 7.3<br>Item 7.4<br>- | <br>Yes<br>Yes<br>Yes | KW<br>KW<br>JC<br>KW<br>KW |
| 8  | <b>Legal Services Board (LSB)</b><br>8.1 Board to Board roundtable<br>8.2 Regulatory performance assessment outcome                                                                                                                    | -<br>-                                     |                       | DH<br>KW                   |
| 9  | <b>Stakeholder updates<sup>2</sup></b><br>9.1 <a href="#">ACL Council meeting minutes</a>                                                                                                                                              | Item 9.1                                   | Yes                   | KW                         |
| 10 | <b>Operations</b><br>10.1 Practising certificate renewals data                                                                                                                                                                         | Item 10.1                                  | Yes                   | JC                         |
| 11 | <b>Publication</b><br>11.1 <a href="#">Confirmation that papers can be published</a>                                                                                                                                                   | -                                          |                       | DH                         |
| 12 | <b>AOB</b>                                                                                                                                                                                                                             | -                                          |                       | DH                         |
| 13 | <b>Next meeting</b><br><a href="#">Date: 29 March 2023</a><br><a href="#">Venue: Remote 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.