

Company number: 04608905

MINUTES
Costs Lawyer Standards Board Ltd – Special Meeting
Monday 10 November 2025 at 4:30pm
Online via Microsoft Teams

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

1. OPENING MATTERS

- 1.1 The Chair declared the meeting quorate. There were no apologies.
- 1.2 There were no declarations of interest on any agenda item.

2. BOARD MATTERS

2.1 Approval of the NED recruitment selection and interview panel recommendations November 2025

The Chair noted that the NED recruitment process had gone extremely smoothly, with an excellent range of candidates applying for both the lay and non-lay vacancies.

The selection panel put forward two candidates for consideration for the Board: one preferred candidate for the lay member vacancy and one preferred candidate for the non-lay member vacancy. The Board unanimously ratified the appointment of both candidates.

Action: Paul Mosson to contact the successful candidates to begin the process for their appointment.

2.2 Deferred appointment for NED vacancies in 2026/27

The Chair informed the Board that the selection panel had identified several candidates who, although they were not the preferred candidates for this round, were nevertheless strong and appointable applicants.

The Chair noted that the Board would need to recruit further new members in 2026/27 when some of the existing NEDs' terms come to end. The Board was asked

to consider whether deferred appointments should be offered to appointable candidates from this selection round, or whether a fresh recruitment campaign should be carried out next year instead.

The Board considered the advantages and disadvantages of each approach. It was decided that no deferred appointments should be offered, and a fresh selection process carried out when future NED vacancies arise.

2.3 Thank you and farewell to departing Board members

On behalf of the Board and Executive, the Chair expressed gratitude to Stephanie McIntosh and Paul McCarthy for their contributions. Board members and members of the Executive team expressed their individual thanks for Stephanie McIntosh and Paul McCarthy’s support, encouragement, expertise and insights.

3. PUBLICATION

3.1 Confirmation that papers can be published

The Board agreed that no Board papers for the meeting other than the agenda itself should be published, for the reasons stated.

Action: Publish Board agenda on website.

8 AOB

There was no other business.

9 NEXT FULL BOARD MEETING

The next meeting was scheduled for 29 January 2026 and would be held remotely via videocall.

There being no further business, the Chair declared the meeting closed at 17:01pm.

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Chair

Related documents

Item	Document	Publication location (CLSB website)
2.1	Board minutes	About ⇒ Our board
3.1	2025 Business Plan	About ⇒ Strategy and governance
6.1	Risk register	About ⇒ Strategy and governance
11.1	Board papers	About ⇒ Our board