

Company number: 04608905

**MINUTES**  
**Costs Lawyer Standards Board Ltd**  
**Monday 18 February 2019 @ 17.30**  
**by conference call**

**Present:** Steve Winfield (Chairman/Chair): Lay NED  
Gillian Milburn (Vice-Chair): Lay NED  
Tracyanne Ayliffe: Non-Lay NED  
Stephanie McIntosh: Lay NED  
Paul McCarthy: Non-Lay NED

**1. Quorum, apologies and declarations of interest**

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

**2. Contract for Head of Operations (part-time)**

- 2.1 The board discussed the proposed contract for Lynn Plumbley to take up the role of Head of Operations (part-time) once a suitable part-time CEO had been identified and was in post. The board discussed the contract and agreed it subject to certain changes. The CLSB Chair was asked to convey this outcome to Lynn Plumbley with a view to establishing whether a signed agreement could be reached.

There being no further business, the Chair declared the meeting closed.

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Chairman