

MINUTES

Costs Lawyer Standards Board Ltd
REMUNERATION COMMITTEE

Monday 25 November at 9am
Remotely via Teams

Committee:	Andrew Harvey	Lay NED (Committee Chair)
	Paul McCarthy	Non-Lay NED

In attendance:	Kate Wellington	CEO
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1. DECLARATION OF INTERESTS IN ANY AGENDA ITEM

- 1.1** The Committee acknowledged that attendees were remunerated by the CLSB and would therefore have an interest in the outcomes of the Committee's decisions from time to time; in particular, Andrew and Paul would have an interest in decisions made under agenda item 2. While this created a potential conflict of interest, the matter was addressed in the CLSB's Remuneration Policy and could be appropriately managed.

2. COST OF LIVING STAFF WAGE RISE

- 2.1** The Committee considered the annual staff wage rise.
- 2.2** Committee members reminded themselves of the relevant provisions in the Remuneration Policy, particularly paragraph 7 relating to annual reviews. They considered official inflation data and projections collated by the executive, as well as wages growth data across the economy. They noted that the CLSB's 2025 budget allowed for a 3% increase in input costs, including remuneration.
- 2.3** The Committee agreed that, taking into account the above information, a wage rise of 3% was appropriate. This would be applied to the remuneration of core staff and contractors (the executive directors, the Chair, the NEDs and the CLSB's Panel Members) from 1 March 2025.

3. REALIGNMENT OF DIRECTOR OF OPERATIONS' SALARY

- 3.1** The Committee affirmed its decision, taken by email in September, to adjust the Director of Operations' salary to (i) bring it into line with the other executive directors and (ii) reflect the increase in scope and responsibility of the role over the last five years. The Committee noted that the salary adjustment had taken effect from 1 October 2024 and the board had been informed of the decision at its scheduled meeting in October.

4. UPDATE ON PUBLICATION OF COMMITTEE MEETING MINUTES

4.1 Kate reminded the Committee that, in July, the board had agreed that Committee meeting minutes should be published in order to meet the Legal Services Board's expectations around transparency. Those expectations were communicated to all the regulators in a letter from Richard Orpin dated 28 May 2024.

4.2 Kate informed the Committee that arrangements had now been made to publish the Committee's minutes going forward, and minutes of meetings from the last two years had been published retrospectively and were now available on the "Our board" page of the CLSB's website.

4.3 Kate confirmed that the LSB had been updated on the CLSB's compliance with transparency expectations as part of the CLSB's recent submission for the 2024 regulatory performance assessment.

5. MATTERS FROM MEETING TO REPORT TO BOARD

5.1 The Committee agreed to provide the board with a copy of these minutes for reference at its scheduled meeting in December 2024.

6. ANY OTHER BUSINESS

6.1 The Committee noted that it had been tasked by the board in July with considering succession planning for members of the executive staff. The Committee agreed it was appropriate to postpone that discussion until the new CEO had been in place for around six months, so the new CEO could make an informed contribution. Kate agreed to ensure the Committee was prompted to revisit this issue in mid-2025.

6.2 The Committee also noted that two board members would reach the end of their full appointment term in the next 12 to 18 months, meaning the Committee may need to consider non-executive succession planning also. Andrew agreed to liaise with the Chair of the CLSB board to consider what role the Committee should play in that process and timing for recruitment.

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

Andrew Q Harvey
Chair

25 November 2024