

Company number: 04608905

**MINUTES**

**Costs Lawyer Standards Board Ltd**  
**REMUNERATION COMMITTEE**

**Tuesday 31 January 2023 at 9:15am**  
**Remotely via Teams**

<b>Committee:</b>	Andrew Harvey	Lay NED (Committee Chair)
	Paul McCarthy	Non-Lay NED
<b>In attendance:</b>	Kate Wellington	CEO

**1. DECLARATION OF INTERESTS IN ANY AGENDA ITEM**

- 1.1** The Committee acknowledged that all attendees were remunerated by the CLSB and would therefore have an interest in the outcomes of the Committee's decisions from time to time, including 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 an annual staff wage rise, which had previously been determined each year by the full board but which was now in the Committee's remit.
- 2.2** Committee members reminded themselves of the relevant provisions in the Remuneration Policy, particularly paragraph 7 relating to annual reviews. They considered inflation data and projections collated by the executive, as well as wages growth data across the economy. They noted that the CLSB's 2023 budget allowed for a 9% increase in all input costs, including remuneration. They also considered the impact of a wage increase on practising fees in future years and on staff retention.
- 2.3** The Committee agreed that, taking into account all the above information, a wage rise of 6% was appropriate. This would be applied to the remuneration of core staff (Kate, Jacqui, the Chair, the NEDs and the CLSB's Panel Members) from 1 March 2023.

**3. MATTERS FROM MEETING TO REPORT TO BOARD**

- 3.1** The Committee agreed to inform the board at its meeting on 31 January 2023 of the 6% wage rise and to provide the board with a copy of these minutes for reference at its meeting in March.

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

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Chair