

Company number: 04608905

Costs Lawyer Standards Board Ltd
Wednesday 4 April 2012 at 10.30 am
The Studio, 7 Cannon Street, Birmingham

Present: Graham Aitken (Chair)
Mike Lockwood
Richard Allen
Phil Bellamy
Marc Brooks

In attendance: Lynn Plumbley (Chief Executive)

1. Quorum & Declarations of Interest

The Chair declared the meeting quorate, there were no declarations of interest.

2. Minutes

The minutes of the meetings held on 4 January 2012 and 16 February 2012 were approved as being a true record for signing, there were no matters arising.

3. Finance

The Accounts for 2011 were considered and approved for signing and filing at Companies House. Based on the end of year position, the board agreed to transfer a further £10k from the main account to the reserve account. The board noted the Q1 financial report and was also afforded the opportunity to review the 2012 book keeping record to date.

4. Risk Management

The risk matrix was reviewed and revised.

5. Practising Certificate Update

The board noted that to date, 565 practising certificates had been issued.

6. Red Tape Challenge

The board noted this government led initiative and that it had been highlighted under the CLSB column in the last issue of the Costs Lawyer Journal.

7. ATE Insurance

It was agreed the Chief Executive would draft guidance notes for further consideration by the board.

8. False Representation by Law Costs Draftsman

The board agreed that such instances should be investigated with a view to taking potential joint action with ACL to protect the professional reputation of the Costs Lawyer professional qualification/title. It was agreed that CLSB would again press ACL to secure protected title.

9. EEA Application

The board noted the update to the Register.

10. Principle 3.6

It was agreed the Chief Executive would draft a set of guidance notes for consideration by the board, ACL and LSB.

11. Diversity Questionnaire

The board noted the response rate, and that an analysis of data received was in the process of being prepared. It was however deemed unwise to issue any impact assessment or policy based on that data as the questionnaire was anonymous, voluntary and had received a poor response rate.

12. Accreditation of Study Provider

The board approved ACL Training as an accredited study provider of the three year modular Costs Lawyer qualification to 31 December 2012, with annual review of accreditation thereafter. It was agreed CLSB would commission an independent report on such matters as course content, presentation, marking etc. for board consideration with ACL Training in October each year, including 2012.

13. Accreditation of Training (CPD) Providers

The board agreed that, based on the knowledge of ACL Training, they should continue to undertake this role under delegated authority until further review. The board asked to see current ACL Training procedures on accreditation.

14. Publishing List of 2012 Costs Lawyers

Marc agreed to write an article highlighting the difference between a Costs Lawyer and Law Costs Draftsman for the Law Society Gazette, ILEX Journal and Counsel Journal. It was agreed that further consideration would be given to publishing the annual list of Costs Lawyers in the Costs Lawyer Journal to increase awareness in the profession as to those who hold a practising certificate.

15. Business Plan

The plan was noted and approved.

16. Statement of Rights

This document was noted by the board and it was agreed that right (i) would be looked at further.

17. Practising Certificate Sub Committee

It was agreed CLSB would not form a board sub-committee but would instead endorse policy for implementation by the Executive.

18. Consultation Processes

Having regard to the number of consultation papers received, it was agreed that the Chief Executive would report at future board meetings on those papers, advising of responses submitted (if any) following evaluation. However, in the event a consultation is deemed high level e.g. LSB Triennial Review, board approval of the submission would be sought by the Chief Executive before sending.

19. AOB

- The Chief Executive was asked to establish the number of CLSB website hits, if possible.
- The board was advised that a meeting with ACL was scheduled to take place on Friday 20 April 2012.

20. Date & Time of Next Meeting

Wednesday 4 July 2012 @ 10.30am, The Studio, 7 Cannon Street, Birmingham.

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

.....
Chairman