

Company number: 04608905

**Costs Lawyer Standards Board Ltd**  
**Tuesday 20 November 2018 at 21.22pm**  
**By email**

**Present:** Steve Winfield (Chair)  
Gillian Milburn (Vice Chair)  
Richard Allen  
Tracyanne Ayliffe

**In attendance:** Lynn Plumbley (Chief Executive)

**1. Appointment of lay Non-Executive Director (“NED”)**

Following the board having given Steve, Tracyanne and Lynn the remit to interview suitable candidates for the role of lay NED, the board was advised that following a recruitment process which attracted 60 applicants, Stephanie McIntosh was selected at interview for appointment. The board was advised Stephanie’s appointment would commence 3 December 2018 subject to acceptable references.

Stephanie has many years of senior leadership experience in local government and non-governmental public bodies in sport and justice. In those roles she has had responsibility for strategic direction, corporate governance, finance and risk management. She sits on committees with remits to promote high professional standards and promulgate learning; and to provide independent scrutiny and quality assurance. She has significant experience in selection, training and accreditation of professional roles.

Stephanie completed her MBA part time whilst working full time and some 17 years later studied full time whilst working part time to attain academic solicitor qualification. She decided not to go into legal practice but remained within the criminal justice sector and qualifies as a lay person under the Legal Services Act 2007.

Stephanie has been appointed by the Secretary of State of Justice as a Parole Board member and is an independent selection panellist for the Judicial Appointments Commission.

No objections were raised to the proposed appointment.

***Action: LP: Issue contract to Stephanie McIntosh and seek two references (one personal, one professional)***

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

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Chairman