

Company number: 04608905

**Costs Lawyer Standards Board Ltd**  
**Wednesday 5 October 2011 at 10.30 am**  
**The Studio, 7 Cannon Street, Birmingham**

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

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

**By invitation:** Murray Heining (Education Development Officer, ACL)

Before the meeting formally commenced Murray Heining, Education Development Officer with ACL introduced himself to the board and spoke briefly on the current position regarding Costs Lawyer education, followed by a question and answer session. The Chair thanked Murray for his time and Murray left the meeting.

**1. Quorum & Declarations of Interest**

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

**2. Minutes**

The minutes of the meeting held on 6 July 2011 and 3 August 2011 were approved as being a true record for signing, there were no matters arising.

**3. Financial Position**

The financial report, which identified the change in position since the July board meeting, was noted. The board was also afforded the opportunity to review the 2011 book keeping record to date. Lynn advised the corporation tax position had still not been resolved, the company was in the process of changing accountants and registered office and that 2010 accounts had been filed in time during September.

**4. Risk Management**

The risk matrix was reviewed and revised.

**5. Proposed Board Dates for 2012**

The board noted and agreed the 2012 board date schedule of 4 April, 4 July and 3 October. Lynn was asked to look into re-scheduling the date of 4 January.

## **6. Remuneration Committee Terms of Reference**

The draft Terms of Reference were discussed and agreed. It was agreed Phil Bellamy & Marc Brooks would form the committee and would hold a phone meeting to discuss executive remuneration following the anniversary of the Chief Executives appointment (27 September 2010).

## **7. The Board (post 31 October 2011)**

Lynn thanked the board for their extra level of commitment required during the initial set up stage and assured the board that from 31 October 2011, the demand on their time would not be as onerous. Lynn advised that subject to the financial position allowing it at the end of 2011, each NED (excluding Chair) would be paid an additional one off (non-precedent) sum of £500.00.

## **8. MOU and Operational Protocol (CLSB & ACL)**

The board noted the drafts sent to ACL and that nothing further could be done on these documents until ACL responded.

## **9. Governance Documents**

The board noted the final format of the Code of Conduct, Practising Rules, Disciplinary Rules and Training & CPD Rules as approved by the LSB.

## **10. Membership Certificate / Practising Certificate**

The board agreed that ACL should issue a certificate of qualification with CLSB issuing practising certificates.

## **11. S.51 Application**

The board noted the consultation paper had been issued on Monday 26 September 2011 (closing Monday 17 October 2011) on the proposed Practising Certificate Fee 2012. The board approved the draft S51 application as presented, subject to ACL approval.

## **12. Conduct Committee / Conduct Appeal Committee Panel Members**

The board was advised that Lynn and the Chair had conducted interviews on 3 & 4 October of both lay and non-lay applicants and approved an offer being made to the following as recommended:

### **Lay members**

Kay Douglas

Miles Lloyd

John Turner

John Johnson (reserve 1)

### **Non-Lay members**

Nicholas Bacon QC

Graham Humby

Russell Gibbins

Tom Spanyol (reserve 1)

Simon Murray (reserve 2)

The board was also advised that a half day training programme had been devised for panel members in association with ACAS. It was **agreed** the Panel Members would be paid through CLSB payroll with the CLSB deducting and paying over tax and NI, despite the small amount of remuneration and that any letter of engagement would reflect this.

**13. Investigator (complaints)**

The board was advised that a HR professional or any other appropriate independent person would be recruited to undertake this role and that this was being looked into.

**14. Date & Time of Next Meeting**

Lynn was asked to investigate re-scheduling the January board date of Wednesday 4 January 2012 @ 10.30am, The Studio, 7 Cannon Street, Birmingham.

**15. AOB**

- The board was advised that the Chair would be making a presentation at a Costs & Litigation Funding conference on Thursday 20 October 2011, held by Lexis Nexis.
- The board noted the letter to LSB dated 2 September 2011 under which CLSB set out its plans to deliver required diversity information under regulatory objectives.

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

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Chairman