

Company number: 04608905

**Costs Lawyer Standards Board Ltd**  
**Wednesday 6 April 2011 at 10.30 am**  
**One Wood Street, London**

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

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

**By invitation:** Iain Stark (Chair of ACL), Victoria Hopkins (Vice-Chair of ACL)

**1. Chair & Quorum**

Graham was welcomed to the meeting as the new Chair and the meeting was declared quorate.

**2. Minutes**

The minutes of the last meeting were approved as being a true record for signing, there were no matters arising.

**3. Financial Position**

The financial position was noted, it was agreed to request balance of funds (£75k) for 2011 by 1 June 2011 latest. The board was advised of poor interest rate (0.05%) on Lloyds TSB savings account, Lynn was therefore asked to look into the rates on other savings options with other providers.

**4. Health & Safety Policy**

The draft policy was considered and **approved**.

**5. Equality & Diversity Policy**

The draft policy was considered and **approved**.

**6. LeO: MOU and Operational Protocol**

The draft MOU was considered and **approved**. The draft Operational Protocol was considered and **approved** subject to a time limit being introduced on conduct referrals in

the final paragraph. The board noted that LeO had removed our request that stats be provided on non ACL member complaints and LeO reasons for this. Lynn was asked to stress to LeO the importance of this information and request this be reinstated.

#### **7. Confidentiality & Information Security Policy**

The draft policy was considered and **approved** subject to an additional paragraph stating security measures for memory stick usage and stating the policy applies to the board as well as employees. It was also agreed that the company would pay for anti-virus protection required by any Non-Executive Director up to the value of £50.

#### **8. Risk Management Policy & Risk Matrix**

The draft policy was considered and **approved**. It was agreed the risk matrix would be a standard agenda item. The board populated the risk matrix.

#### **9. Work Stream**

The board noted the current work stream and that the next stage was to approve draft practice and disciplinary documents for consultation.

#### **10. Re-active Regulation Procedures**

The board discussed proposed processes for conduct complaints handling and requested Lynn draft required documentation around that decision for further discussion.

#### **11. Accounts (2010)**

The board considered and **approved** the accounts for 2010 subject to confirmation from the Inland Revenue that the company was exempt from Corporation Tax. The board was advised the accounts would not be signed or filed until this point was confirmed.

#### **12. Date & Time of Next Meeting**

It was **agreed** that the next scheduled meeting would be held on Wednesday 6 July 2011 at 10.30am and that a suitable venue in Birmingham would be investigated. The board also noted that there was likely to be an additional meeting called within the month to consider draft practice and disciplinary documents before they go out to consultation.

#### **13. AOB**

- The CEO confirmed a letter was in the process of being drafted in reply to LSB request for an update on progress and outstanding actions.
- It was **agreed** the board would each sign to the Board Code of Conduct.
- The implications of the Jackson report were considered and discussed.
- The board **agreed** to consider formation of a Remuneration Committee at some stage in the future.
- The board **approved** pension provision for the CEO and asked Phil to work with Lynn in investigating options (the board had previously approved by way of email, provision for private health cover for the CEO).
- Implications of the new Bribery Act would be investigated.
- A Reserves Policy would be investigated and implemented.

**14. ACL**

The Chair and Vice-Chair of ACL joined the meeting at 1.30 pm, following an invitation that they attend to introduce themselves and the ACL as part of the CLSB board induction process.

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

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Chairman