

BUSINESS PLAN 2011

Costs Lawyer Standards Board

1.1 Focus and Objectives for 2011

The objective of the CLSB is for it to be **fit for purpose** and fully operative by 31 October 2011 very latest. This will enable the ACL to delegate its function as approved regulator of Costs Lawyers, at which point it will then be for the CLSB to ensure **regulatory compliance** thus providing consumer protection.

The following sets out what has been put in place and what yet remains to be done to ensure this happens. The CLSB's priority is to define procedures for both **pro-active regulation** and **re-active regulation**. Further, the CLSB will continue with its programme of **communication** via the Costs Journal, by attendance at events and the National Conference. It will continue to build **working relationships** with the ACL, LSB, LeO and other approved regulators.

Regulation will be outcomes focused based on what the consumer expects. Risks will be identified, if these cannot be eliminated by interventions they will be managed appropriately and monitored.

1.2 Re-active Regulation

It is proposed both a Conduct Committee and Conduct Appeals Committee will be established to deal with disciplinary issues. Consultation on this proposal and four key governance documents (Code of Conduct, Practising Rules, Training & CPD Rules, Disciplinary Rules) will end Friday 8 July 2011 after which the consultation responses will be considered and an application filed with the LSB for approval of proposed governance documentation.

1.3 Pro-active Regulation

The CLSB will look at ways of obtaining information in relation to risks and other information from Costs Lawyers to enable it to fully understand its regulated community and meet LSB expectations. The CLSB will investigate the possibility of a "kite mark" for use by Costs Lawyers on their letterheads, compliment slips and business cards to increase customer awareness and confidence in the profession. The CLSB will look into further ways of bringing Law Costs Draftsmen into the regulated community and will work with the ACL on lobbying for the drafting of a Bill of Costs to become a reserved legal activity.

1.4 Specific Work Programme

Description	Date by (2011)
Revise Articles of Association	8 February
Put advert out for chair	8 February
First board meeting. Start induction process with LeO presentation. Board approval of its code of conduct, terms of reference and	8 February

appointment rules	
Draft & conclude MOU with LeO	20 February
Recruit chair	31 March
Draft Risk Management Policy & Risk Matrix	31 March
Attend ACL Conference	11/12 March
Draft MOU between CLSB & ACL	15 March
Draft Diversity Policy	30 March
Draft Confidentiality & Information Security Policy	30 March
Board Meeting. ACL presentation. Consider how CLSB will regulate re-actively (compliant). Approve and populate risk matrix.	6 April
Draft regulatory governance documents (code of conduct, disciplinary rules, practising rules, training rules & CPD rules) and consultation paper(s) and consultee list.	30 April
Put draft governance documents, consultation paper and consultee list to the board for approval	6 May
Go out to consultation on draft governance documents	15 May
Draft board appraisal process	30 June
Draft HR Policy	30 June
Board meeting. LSB presentation. Board approve all outstanding policies	6 July
Consultation closes	8 July
Evaluate replies and submit application for LSB approval	31 July
LSB approval of regulatory governance documents expected	31 August
Advertise for Panel Members	31 August
Request ACL consider CLSB fit for purpose	15 September
Review and update website	16 September
Communicate delegated authority to members, LeO, write article for journal and other legal publications	16 September
Issue internal governance handbook to board, LSB and ACL Chair & Vice Chair	16 September
Board meeting	5 October
How do we get those who practice outside ACL membership to join How do we regulate pro-actively. Kite marking	31 December

- Self-assessment to be submitted to LSB between September & December 2011