

Company number: 04608905

Costs Lawyer Standards Board Ltd (the "Company")
Minutes of meeting held by email
Monday 14 March 2011 at 10.00 am

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

In attendance: Lynn Plumbley

1. Chair & Quorum

It was agreed Mike Lockwood would chair the meeting. It was noted a quorum was present.

2. Non-Executive Director & Chair Appointment (Lay Persons)

Mike advised the board that the agreed interview panel (Marc, Lynn & himself) had duly considered the candidates for the position of Chair (Lay Non-Executive Director). Four candidates had been shortlisted and interviewed and as a result two candidates were deemed employable in the role. After further consideration the interview panel agreed to offer the position to Graham Aitken.

Having considered the c.v. of Graham Aitken and having been advised Graham Aitken had indicated he would accept the role on the terms and conditions offered under a letter of engagement dated 5 March 2011, the board **agreed** his appointment as Chair (Lay Non-Executive Director) with immediate effect, for an initial period of two years.

3. Companies House

The Company Secretary was instructed to notify Companies House of this new appointment as soon as possible.

4. AOB

There being no other business the meeting was declared closed.

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Chairman