

Company number: 04608905

Costs Lawyer Standards Board Ltd
Wednesday 6 July 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: Crispin Passmore (Legal Services Board)
Adam Sampson (Legal Ombudsman)

Before the meeting formally commenced Adam Sampson, Chief Executive of the Legal Ombudsman (LeO) introduced himself to the board and spoke briefly on the current position at LeO. The Chair thanked Adam for his time and Adam left the meeting.

Crispin Passmore, Strategy Director with the Legal Services Board ("LSB") made a presentation to the board on the role of the LSB, the LSB business plan and alternative business structures before affording the board an opportunity to ask questions. The Chair thanked Crispin for his attendance, Crispin then 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 April 2011 and 5 May 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 April 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. To ensure sound financial management the board agreed to a £50,000 reserve for unforeseen circumstances. The board asked Lynn to draft Terms of Reference for a Remuneration Committee for due consideration at the next board meeting. The board also agreed to increase the mileage rate from 40p to 45p in line with Inland Revenue approved mileage

rates. Further, the board revised the Non-Executive Board Travel & Subsistence Policy and defined an Executive Travel & Subsistence Policy.

4. Risk Management

The board agreed to adopt revised definitions of probability, impact and risk priority. The risk matrix was reviewed and revised in light of the YouGov Report and Consumer Impact Report.

5. MOU between CLSB & ACL

The board noted the draft MOU sent to ACL for their consideration.

6. Report of Nick Smedley

The report was noted and discussed. The board also noted the contents of the draft July edition of the Costs Lawyer Journal in relation to the Smedley Report. The board was advised that Lynn would be attending a meeting of the small approved regulators on 25 July 2011 when the Smedley report would be further considered, Victoria Hopkins of ACL would also be attending that meeting on behalf of ACL as the current approved regulator.

7. Consultation Update

The board noted the three responses to the consultation process received to date and agreed appropriate action on each. The board was advised the consultation period was not due to close until Friday 8 July at close of business accordingly Lynn would email to advise of any further responses received between the board meeting and that closing date and time.

8. Business Plan

The board **approved** the Business Plan as presented with a short version being posted on the CLSB website.

9. Whistleblowing Policy

The board **approved** the Whistleblowing Policy as presented subject to two minor changes.

10. Board Performance Appraisal Policy

The board **approved** the Board Performance Appraisal Policy as presented.

11. HR Policy & Procedure Manual

The board **approved** the HR Policy & Procedure Manual as presented subject to some minor changes.

12. Governance Documents

The board noted the current position as regards this work stream.

13. Referral Fees, Fee Arrangements & Fee Sharing

The board noted the report on these recent changes as presented and agreed they did not affect Costs Lawyers.

14. Proposed response to LeO on stage 3 (publication) consultation

The board endorsed the proposed response as drafted.

15. Consumer Impact Report

The board noted the contents of this report and expressed concern that CLSB had been criticised therein for failures as an approved regulator when it had not yet been authorised as being an approved regulator under delegated authority. Further, it was noted the report referred to CLSB as CSLB. It was agreed that Lynn would send a letter on behalf of the board to the Chair of the Consumer Panel expressing those concerns.

16. Date & Time of Next Meeting

It was **agreed** that the next scheduled board meeting would be held on Wednesday 5 October 2011 @ 10.30am, The Studio, 7 Cannon Street, Birmingham.

17. AOB

- The board was advised that the Chair has been invited to join the Audit Committee of the HSE as an independent member with effect from 1 October 2011. It was not considered a conflict of interest and accordingly no concerns or objections were raised.
- The board **agreed** that although it was not currently an approved regulator under delegated authority it would post its minutes (backdated to January 2011) and Business Plan on its website. Its Annual Report would also be posted as and when prepared.
- The board noted the current situation as regards implementation of recommendations under the Jackson report following an article circulated by Marc.

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

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Chairman