

Company number: 04608905

Costs Lawyer Standards Board Ltd
Wednesday 9 February 2011 at 10.30 am
Centurion House, 129 Deansgate, Manchester

Present: Mike Lockwood (Vice Chair & Acting Chair)
Richard Allen
Phil Bellamy
Marc Brook

In attendance: Lynn Plumbley (Chief Executive)

By invitation: Alison Robinson (Legal Ombudsman)

1. Chair & quorum

Lynn advised the meeting that the Chair position had been re-advertised, and that the closing date had been set at Friday 11 February. The board **agreed** that Mike Lockwood (Lay NED) would take the position of Vice Chair going forward and would act in the position of Chair for the purposes of the meeting. The meeting was declared quorate and it was agreed to proceed with the business before it based on a lay voting majority.

2. Introductions

As this was the boards' inaugural meeting, each board member and the Chief Executive introduced themselves highlighting their skills and experience.

3. Legal Ombudsman (LeO)

Alison Robinson entered the meeting and was welcomed by the board. Alison made a presentation about the ombudsman service LeO had been operating since 8 October 2010. Alison took questions from the board. Lynn advised that a Memorandum of Understanding (MOU) was in the process of being drafted between LeO and CLSB, but that there were areas yet to be worked through such as the definitions of service, conduct and the implications of Lawyer/Lawyer complaints. The board was advised that a summary of the nature of complaints notified to LeO about Costs Lawyers (ACL members / non ACL members) would be disseminated to the board going forward. Alison was thanked for her time and left the meeting.

4. Board Appointment Rules

The proposed Board Appointment Rules were discussed, revised and **agreed**.

5. Board Code of Conduct

The proposed Board Code of Conduct document was discussed, revised and **agreed**.

6. Board Terms of Reference

The proposed Board Terms of Reference document was discussed, revised and **agreed**.

7. Articles

The board noted the requirement to amend Article 39 to ensure quorum and lay majority requirements, as set out by the LSB, were met: It was proposed that Article 39 be amended to read as follows: *“To be quorate, there must be a minimum of three directors present. Of those present, there should be a lay majority of Directors, if not, but there is a lay majority present in voting rights (taking into account the Chairs right to a casting vote) then it will be at the discretion of the Board as to whether the business is transacted”*. After due consideration, the board **approved** the change to Article 39 and duly requested the Company Secretary seek shareholder consent by way of special resolution to enable the change to be effected and revised articles filed with Companies House.

8. Forward strategy

The board discussed and was asked to give consideration to over the next few weeks, how the CLSB would regulate members both pro-actively as well as re-actively. This was discussed briefly. The board noted it would be provided with a risk matrix for regular review and that it would receive a financial position report at each meeting as a standing agenda item. The board then turned its attention to the concern about those practicing outside of ACL membership, and discussed briefly possible solutions including persuasion, legislative change and some form of kite marking for ACL members. It was agreed that possible additional benefits of membership, such as reduced insurance costs, would be explored.

9. Date & time of next meeting

It was **agreed** that the next meeting on Wednesday 6 April 2011 would be held in London.

10. AOB

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

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Chairman