

**Legal Services Board**

Board meeting 2021: Board papers

**Date:** 21 September 2021  
**Time:** 10:30 – 14:35

**Venue:** Friend's House

**For more information contact:**  
Jenny Prior | Corporate Governance Manager

**LEGAL SERVICES BOARD  
Agenda**

**Date:** 21 September 2021 **Time:** 10:30 **Venue:** Friends House

<b>Member attendance:</b>	Helen Phillips (Chair), Catherine Brown, Stephen Gowland, Ian Hamer, Gary Kildare, Flora Page, Catharine Seddon, Michael Smyth, Matthew Hill
<b>In attendance:</b>	Steve Brooker (Head, Policy Development and Research), Stuart Hamill (Head, Finance and IT), Angela Latta (Head, Performance and Oversight), Paul Nezandonyi (Head, Communications and Engagement), Chris Nichols (Director, Policy and Regulation), Holly Perry (Director, Enabling Services), Jenny Prior (Corporate Governance Manager – minutes), Danielle Viall (General Counsel)
<b>Apologies:</b>	Jemima Coleman
<b>Attendance for agenda items:</b>	Tom May (Research Manager) Gabbie Stewart (Stakeholder Engagement Manager) Aisling O’Connell (Regulatory Policy Manager)
<b>External attendance:</b>	None
<b>Observers:</b>	Tania Hardcastle (Regulatory Policy Manager)

<b>PRIVATE SESSION</b>		
<b>Board members attendance only</b>		
Catch-up and intelligence sharing		10:30 (30 mins)
<b>STRATEGY SESSION</b>		
<b>11:00 – 13:10</b>		
11.00-11.45	<b>Part 1</b>  Introduction: Purpose of session and key milestones (5mins)  Environmental drivers (20 mins)  Health of the sector: what is the data telling us? (20mins)	<b>Facilitators</b>  Steve Brooker  Steve Brooker  Tom May
<b>Coffee Break – 11:45– 12:00</b>		
12.00-13:10	<b>Part 2</b>  Areas of focus: key choices (30mins)  Budget scenarios (15mins)  Proposal for annual summit (20mins)  Reflections and close (10mins)	<b>Facilitators</b>  Aisling O’Connell  Stuart Hamill  Gabbie Stewart  Helen Phillips
<b>Lunch break – 13.10 – 13:40</b>		

Item	Action	Speaker	Timing	
<b>BOARD MEETING</b>				
1.	Board effectiveness review <i>Board member attendance only</i>	Note and comment	HP	13:40 (20 mins)
2.	Welcome and apologies	Note	Chair	14:00 (5 mins)
3.	Declarations of interest relevant to the business of the Board			
4.	Chief Executive's progress report <b>Paper (21) 45</b>	Note and comment	MH	14:05 (20 mins)
<b>By consent:</b>				
5.	Finance Report to 31 August 2021 <b>Paper (21) 46</b>	Note	Chair	14:25 (10 mins)
6.	Minutes of the previous meeting – 20 July 2021	Note		
7.	Board action tracker	Approve		
8.	Papers circulated out of committee since last meeting: <ul style="list-style-type: none"> <li>Paper (21) 44 – Q1 Performance Report circulated 3 August 2021</li> <li>Minutes of the RNC's July meeting</li> </ul> <i>Available on request</i>	Note		
9.	Forward look <i>Draft agenda for next Board meeting attached</i>	Note		
10.	AOB	Consider		
<b>Close 14:35</b>				

**Date and Time of Next Meeting:** 26 October 2021 at 10:30

**Venue:** by video conference