Minutes of the Legal Services Board (LSB) meeting held on 12 September 2023

Date:	12 September 2023
Time:	13:30 – 17:00 (Board strategy session) 17:00 – 17:30 (Board private session) 17:30 – 18:00 (Board meeting)
Venue:	St Davids Hotel, Cardiff
Present: **(Members)**	Alan Kershaw, chairing the meeting Katherine Briscoe Catherine Brown Clare Brown Stephen Gowland Gary Kildare Habib Motani Flora Page Catharine Seddon Matthew Hill, Chief Executive

In attendance:

	Mandy Caruana	Communications and Engagement Manager
	Ethan Fleming	Corporate Governance Manager (minutes)
	Stuart Hamill	Head, Finance and IT
	Tom May	Research Manager
	Margie McCrone	Head, Strategy and Policy
	Richard Orpin	Director, Regulation and Policy
	Danielle Viall	General Counsel
	Holly Perry	Director, Enabling Services
	Paul Nezandonyi	Head, Communications and Engagement

Observing:	Natalie Donaldson, Communications Associate Gabbie Stewart Communications and Engagement Manager
Apologies:	None received

1. Welcome and Apologies

1.1. There were no apologies to record.

1.2. It was confirmed that Catherine Brown had been appointed Senior Independent Director with effect from 1 October 2023.

1.3. The Board had held a strategy session ahead of the main meeting to help inform the next stages of the development of the 2024/25 business plan, and thanked all colleagues involved in the planning and preparation activity.

2. Declarations of Interest relevant to the business of the Board

2.1. There were no declarations of interest relevant to the business of the meeting.

3. Chief Executive's Report

3.1. The Chief Executive introduced the report and clarified that the LSB Chair had met the OLC Chair on the 10 August rather than 31 July as detailed in the report.

3.2. The Executive had been working for some time with the SRA on concerns about their approach to enforcement. SRA had been asked to produce an analysis of what good enforcement would look like and what actions were required to achieve this. It was recognised that there was a need for SRA to be clearer in their reports and to include quantifiable measures of progress.

3.3. The Board **agreed** to authorise the application of the LSB seal by the Chief Executive to execute a deed between the LSB and the Trade Union Congress for a new one-year lease for the LSB's office at the Rookery to run from September 2024 to September 2025.

3.4. The Board **noted** the Chief Executive's report.

4. RNC update

4.1. The Board **noted** the RNC Update.

5. Finance Report to the 31 August 2023

5.1. The Board **noted** the Finance Report.

6. Minutes of the previous meeting – 18 July 2023

6.1. The Board **agreed** the minutes of the previous meeting.

7. Board action tracker

7.1. The Board **noted** the action tracker.

8. Papers circulated out of committee

8.1. The Board **noted** the papers circulated out of committee.

9. Forward look

9.1. The Board **noted** the forward look.

10. Any other business

10.1. The Chair thanked Catharine Seddon for her time and contribution over her seven-year tenure on the Board and paid tribute to the wisdom and insight that she had brought to all aspects of the Board's work.

10.2. Catharine Seddon thanked the Chair and the Board for the kind words and reflected on her time on the Board and the progress and achievements during her tenure and wished the Board well in its future work.