

**LEGAL SERVICES COMMISSION BOARD**

**MINUTES OF THE MEETING HELD ON 4 MAY 2011**

**Present:** Sir Bill Callaghan, Chair  
Barry Elliott  
Tom Jones OBE  
Julian Lee  
Beryl Seaman CBE  
Dr David Wolfe  
Carolyn Downs, Chief Executive  
Owen Mapley, Finance & Corporate Services Director

**Attendees:** Hugh Barrett, Director of Legal Aid Commissioning & Contract Management  
Damon Norville, Integrated Delivery & Change Programme Director  
Helen Riley, Director of Case Management  
Sandra Corrigan, Director of Human Resources & Organisational Development  
Ruth Wayte, Director of Legal and Service Development  
Holly Perry, Head of Chief Executive's Office (minutes)

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**The minutes of the meeting held on 30 March 2011 were approved.**

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**Matter arising**

There were no matters arising.

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**Agenda**

**LSC11/26 Strategy session**

An informal strategy meeting attended by Commissioners and the Executive Team was held. The summary note of this item is exempt from disclosure under the Freedom of Information Act section 36 – the free and frank exchange of views for the purpose of deliberations.

**LSC11/27 Finance update, including March accounts (circulated out of committee on 28 April 2011)**

The Commission noted the March financial position.

**LSC11/28 Update Staff Code of Conduct (circulated out of committee on 28 April 2011)**

The Commission approved the proposed wording on second jobs and reporting of arrests and convictions for inclusion in the updated LSC Staff Code of Conduct.

**Any other business**

None

**Next meeting**

The next Commission meeting would take place on 25 May 2011.