

**CILEx Regulation Board**  
ACTION LOG (last updated 12 February 2024)

**RED: CONCERN/INABILITY TO COMPLETE ACTION**

**AMBER: IN PROGRESS**

**GREEN: ACTION COMPLETE (remove to Closed Board action log)**

No.	Meeting	Agenda / Paper	Action	Lead	Status / RAG
13/23	23/02/23	10 – Director of Operations Report	The Board receive a briefing on Enforcement processes, at its meeting in July 2023.	DoO	Ongoing – Briefing on Enforcement processes (not covered by RPA response) deferred to first Board meeting in 2024 following LSB outcomes from enforcement review. Awaiting LSB outcomes.
27/23	09/05/23	5 - Board Effectiveness Review	Director of Operations to review current policy to enable Board members to attend meetings of the professional conduct panel and other panels as observers.	DoO	Ongoing – until a change has been made to the current rules, attendance can only be in line with policies.
28/23	09/05/23	5 - Board Effectiveness Review	The Board to review the proposal to commission an External Board Evaluation Survey at its meeting in September 2023	DoG	Ongoing – July 2023 scheduled for Board meeting on 27 September 2023  September 2023 –review of proposal deferred further to February 2024
31/23	09/05/23	6 - KPI and Assurance	Board to receive a proposal on annual reporting of risk and review of risk appetite	ICEO	CEO has prepared papers for Feb 2024 board.
34/23	10/05/23	5 - Acting Chief Executive's Report	The rule change application for ongoing competence would incorporate small changes to the probate framework	HoE	Ongoing – rule change application on changes to the Probate Education Standard due to be published Q1 2024

67/23	16/11/23	5 – ICEO Report	Interim CEO to raise with CILEX CEO to seek an update on system development and press for this to be prioritised		Continues to be raised but no positive progress to date.
68/23	16/11/23	5 – ICEO Report	Interim CEO to review and propose revisions for developing and enhancing the reporting of risks to the Board and review Risk Appetite.		Ongoing – a proposal on annual reporting of risk and review of risk appetite will be made to the Board at its meeting on 16 November 2023
69/23	16/11/23	6 – Finance	PCF Reconciliation – Outstanding years and format for independent review. Interim CEO would raise this issue with CILEX CEO and seek agreement for an independent review as the best way forward to save any further delay		2019-2022 agreed. Methodology for 2023 agreed. 2020 still outstanding.
70/23	16/11/23	8 - Strategy	CEO to agree a roundtable meeting to consider CRL's stance on unreserved activities/unregulated activities so that CRL could contribute thoughtfully and effectively to a wider debate in the sector.		
71/23	16/11/23	9 – SIP & BAU	CEO to produce short CRL Business Plan		CEO completed, circulated and also in public domain.
01/24	24/01/24	5 – LSB Budget	DoG to submit CRL's response to LSB by the deadline (12 February 2024)		DoG submitted response to M.Hill @ LSB on 1 February 2024
02/24	24/01/24	7 - AOB	Personal Assistant to amend Board Paper production and circulation schedule to provide for circulation of any Telecon		Completed and recirculated to ETeam. Calendar entries amended.



			papers on the Friday before a Monday Telecon.		
03/24	24/01/24	7 – AOB	Personal Assistant to provide quotations for a selection of venues/locations to Executive Team and Board for in-person May event.		

ICEO	Interim Chief Executive Officer
COO	Chief Operating Officer
DoG	Director of Governance
DoO	Director of Operations
HoE	Head of Education