

CILEx Regulation Board Annual Cycle of Business 2024

	Lead	Feb	May	Jul	Sep	Nov	comments
Standing Business							
Apologies	Chair	✓	✓	✓	✓	✓	
Declaration of Interests	Chair	✓	✓	✓	✓	✓	
Approval of Minutes	Chair	✓	✓	✓	✓	✓	
Action Log	Chair	✓	✓	✓	✓	✓	
Chair's Update	Chair	✓	✓	✓	✓	✓	
CEO Report	ICEO	✓	✓	✓	✓	✓	
Strategy, Performance & Risk	ICEO	✓	✓	✓	✓	✓	
Annual Cycle of Business	Chair	✓	✓	✓	✓	✓	
AOB	Chair	✓	✓	✓	✓	✓	
Strategy (2022 - 2024)							
Consumer theme strategic objective (incl CMA)	DoG					✓	
Accessibility/diversity theme strategic objective (incl E&D action plan)	DoG			✓			
Legal Technology objective	DoG		✓				
Standards theme strategic objective	DoO					✓	
2023 Business Plan and Strategic Objectives review	ACEO				✓		
Comms and Engagement Strategic Review	DoG			✓			
People Strategy Review (to incl Staff Survey)	ICEO		✓				
Strategy (2025 - 2027)							
Discussion strategic themes	ICEO					✓	
Discussion detailed strategy proposal	ICEO	✓					
Agreement on strategy	ICEO		✓				
Finance							
Management Accounts	FM	✓	✓	✓	✓	✓	
Annual Accounts sign off	FM			✓			
Draft regulatory costs transparency statement	FM		✓				
Working budget	FM			✓			
Final budget	FM				✓		
PCF and other fees and charges review	FM/ICEO		✓	✓		✓	
Group Quarterly outturn	FM		✓	✓		✓	
Unit Costs	FM	✓	✓		✓	✓	
Governance							
Board Self-evaluation methodology	DoG					✓	
Board Self-evaluation outcomes	DoG		✓				
Annual complaints and compliments report	DoG	✓					
Annual review of governance framework (Standing Orders; Scheme of Delegation; policies; Transparency Policy etc)	DoG		✓				
Annual Board/committee/panel reports (Enforcement, SRC, ALC, Comp Fund)	DoO			✓			
Risk Strategy	ICEO					✓	
Business Continuity	DoG	✓					
Information Governance Annual Review	DoG	✓					
Health & Safety Annual Report	DoG		✓				
Review of IGR Dispute Resolution Annex	DoG		✓				
IGR Compliance annual review (to note)	DoG				✓		
Education and Standards							
Governance Review (including Education)	DoG	✓	✓	✓	✓	✓	
CILEx Education Directorate Annual Report	DoG						
AML Report	DoO				✓	✓	
Miscellaneous - non-recurring							
Membership fee / PCF modelling	ICEO/FM		✓				