

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF CILEx REGULATION LIMITED  
HELD ON 8 November 2017**

**Present:**

Sam Younger (Chair), Luisa Fulci, David Gilbertson, Harvey Sandercock, Ian Chivers

**In attendance:**

Jill Durham, Director of Policy and Enforcement, CILEx Regulation  
Danielle Ingle, Practitioner Authorisation and Supervision Officer, CILEx Regulation  
Victoria Purtill, Director of Authorisation and Supervision, CILEx Regulation  
Bethany Randfield, Apprentice, CILEx Regulation  
Helen Whiteman, Chief Executive Officer, CILEx Regulation (part only)

**In attendance (CILEx):**

Karl Cerski, Director of Group Services and Chief Financial Officer, CILEx (Items 6 and 7)  
Linda Ford, Chief Executive Officer, CILEx (Items 6 and 7)

**Apologies:**

Millicent Grant, President, CILEx  
Phillip Sherwood, Vice-President, CILEx

**1 Minutes of previous meetings**

The Board considered minutes presented for approval. Further information on CILEx's key account approach would be requested from the CILEx Chief Executive.

**DECISION:**

- To approve the following:
  - confidential minutes of the Board meeting on 13 September 2017, subject to small changes;
  - minutes of the Board meeting on 13 September;
  - confidential minutes of the Board meeting on 12 October 2017.

**2 Chairman's Update**

The Chairman gave an overview of his work since the last meeting.

### **3 Education Standards Review**

The Board considered an update by Director of Authorisation and Supervision Vicky Purtill on review of education standards. The Board's discussion is minuted confidentially.

#### **DECISION:**

- To endorse the office's approach to the following:

##### Research:

- the timing of publication of CILEx Regulation research;
- qualitative research proposed by Professor Webley;
- use of CILEx research as part of the CILEx Regulation evidence base;

##### Other developments:

- the progress of the 'Quick wins';
- streamlining the assessments for authorisation in the longer term, particularly in relation to the use of viva as a method of assessment;

##### Regulatory issues:

- regulatory issues regarding Project Phoenix;
- additional information provided to CILEx Council Members in relation to the proposed changes to the membership and qualifications; arrangements at CILEx.

##### Rule change:

- request to amend QASA/Admissions and Licensing Appeals Rules from LSB.

### **4 Risk Update (Q3 2017 July to Sep)**

The Board received an update on the risk register. The Board's discussion is minuted confidentially.

#### **DECISION:**

- To note the Q3 review of the risk register by the executive;
- To consider key risks as reported;
- To defer consideration of arrangements for sharing the risk register.

### **5 Board Self Evaluation 2017**

A proposed format for self evaluation was presented, similar to the format used the previous year. It was agreed that any suggested changes be communicated to Jill Durham.

The Board agreed that CILEx Regulation executive be invited to complete the evaluation, including Beccy Snape. Andrew Donovan would also be included. Previous invitations to stakeholders to participate had not borne fruit and they would not be asked on this occasion.

The survey would act as an evaluation and appraisal of CILEx Regulation's performance and the operation of the Board. The Board agreed that when completing the evaluation, it would be important to reference the regulatory objectives and how effective the Board are in meeting them.

The Chairman's individual meetings with Board members in the New Year would usefully contribute to the discussion.

**DECISION:**

To agree the format and timeframe for 2017 self-evaluation.

## **6 Business Development**

The Board considered a report by CILEx Director of Operations, Vicki Hurdley on sales and marketing activity for practice rights, entity regulation and ABS. The Board's discussion is minuted confidentially.

## **7 Finance**

The Board considered the following:

- Group results v budget;
- Group budget 2018;
- Management Accounts to September 2017;
- CRM Update.

Discussion is minuted confidentially.

**DECISION:**

- To note the current financial position of the company and the Group.

## **8 Q3 Performance (July to Sep)**

2017 Business Plan: The Board noted progress in Q3, in particular the development of entity regulation arrangements and operationalising and streamlining current processes to improve performance. The Board reviewed key milestones for Q4 and asked officers to further develop and expand the milestone information in the context of the aim of each work stream.

Education Standards Review Project Plan: Updates on the project would be given in March 2018 following the meeting of the Joint Education Training (JET) Group (with CILEx). Professor Lisa Webley would present the first draft of her research to the Board's meeting on 21 February 2018. Officers would deliver an education briefing to Board members before then.

Q3 Operational Performance: The Board noted operational performance in Q3 (July to September) and emerging trends. The Board noted that it would be difficult to comment on figures until the data had developed over time.

CILEx had changed from deregistering members after two years for non-payment of membership fees, to deregistering them after one year. This had impacted on the membership figures.

**DECISION:**

- To note progress in Q3 against Business Plan objectives;
- To note the position in relation to associated delivery plans;
- To note operational performance in Q3.

## **9 Mid-year Strategy Review**

The Board considered the mid-year review of the CILEx Regulation three year rolling Strategy 2017-19. The objectives remained clear and relevant, the focus could be updated for the 2018 - 20 strategy.

**DECISION:**

- To make no changes to strategy and objectives.

## **10 CEO Report**

CEO, Helen Whiteman updated the Board on key work streams and stakeholder engagement.

MoJ: Helen would look to arrange a meeting with the Lord Chancellor via Steve Jarman, Head of Legal Services Policy.

LSB: Answers to questions from the LSB on the ABS application were in development.

Legal Ombudsman: Rebecca Marsh had been announced as the new Chief Legal Ombudsman. Rebecca joined from the Parliamentary and Health Service Ombudsman (PHSO).

CILEx Regulation Insights Programme: CILEx Regulation would host an event in January 2018 for regulated entities. Three speakers had been confirmed to give market updates. Most entities would attend and if successful CILEx Regulation would look to organise events more frequently.

Designated Professional Body (DPB) status: CILEx Regulation and the SRA would meet with the Financial Conduct Authority (FCA) at officer level to discuss DPB status and the potential impact on regulatory competition.

## **11 Forward List**

**DECISION:**

- To agree the forward list.

**SAM YOUNGER  
CHAIRMAN**