

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 17 JULY 2019**

Present:

Sam Younger (Chair), Andrew Donovan, Luisa Fulci

Apologies:

David Gilbertson, Harvey Sandercock

In attendance (CILEx Regulation):

Stuart Dalton, Director of Policy, Governance and Enforcement
Victoria Purtill, Director of Authorisation and Supervision
Beccy Snape, Personal Assistant (minutes)
Helen Whiteman, Chief Executive Officer

In attendance (CILEx):

Karl Cerski, Director of Group Services and Chief Finance Officer (Item 9)
Kim Dowdeswell, Group Accountant (Item 9)
Michelle Drury, Management Accountant (Item 9)
Linda Ford, Chief Executive, CILEx (Item 5)

1 Apologies

David Gilbertson and Harvey Sandercock sent apologies.

2 Declarations of Interest

No additional interests were declared.

3 Minutes of previous meetings

The following minutes were **APPROVED**:

- confidential minutes of the Board meeting on 2 May 2019;
- minutes of the Board meeting on 2 May 2019.

4 Education Standards Update

The Board received an update on the latest developments on the education standards review at CILEx Regulation.

The rules had been drafted and would be circulated to Board at the end of July. The consultation would be presented to Board at its teleconference on 8 August. Once open the consultation would run for four weeks and the final proposal sent to the Legal Services Board (LSB) in September.

CILEx Regulation carried out an inspection of CILEx last week to ensure they were delivering the Chartered Legal Executive apprenticeship. The review was positive with some actions, related to process, identified.

Board members confirmed they were content with the response from CILEx to their queries on the CILEx Education Annual Report. Harvey Sandercock attended the recent CILEx Qualifications Committee and had been invited to the next one in September. Another Board member would be identified to attend the committee following the end of Harvey's service in September.

DECISION: To **NOTE** the responses from CILEx in relation to the clarifications from the CILEx Education Annual Report.

5 IGR Update

The Internal Governance Rules had not been published yet and were expected by the end of the month. The report was **NOTED**.

6 Annual Board, Committee and Panel Reports

The Board considered the reports presented for approval.

The Board agreed to receive a skeleton version of the CILEx Regulation Annual Report at its February meeting and comment on the proposed content. The Head of Stakeholder Engagement would take over the responsibility of producing the reports.

DECISION:

- That the thanks and appreciation of the Board for the dedication and commitment of members of the committees and panels be recorded;
- To **APPROVE** the following reports for publication:
 - CILEx Regulation Ltd Annual Report 2018;
 - Admissions and Licensing Committee Report 2018;
 - Investigation, Disciplinary and Appeals Report 2018;
 - Strategic Risk Committee Report 2018;
 - Anti Money-Laundering Annual Report 2018;
 - Compensation Fund Annual Report 2018.

7 Annual Cycle of Business

The Board noted the annual cycle of business for 2019.

8 Any Other Business

Board Papers: Board members agreed to receive strategic performance and risk and operations as one combined paper. The executive would reduce Board papers where possible.

2020 Board Dates: Proposed dates for 2020 would be circulated by the office.

CEO: Board members offered their profound thanks to Helen Whiteman for all her work and achievements during her time as Chief Executive.

**SAM YOUNGER
CHAIRMAN**

DRAFT