

**PUBLIC MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 19 NOVEMBER 2019**

Present:

Sam Younger (Chair) (SY), Andrew Donovan (AD), Luisa Fulci (LF), Alice Belcher (AB)

Apologies:

Nick Hanning (NH)

In attendance (CILEx Regulation):

Cat Farrow, Head of Stakeholder Engagement (CF)
Stuart Dalton, Director of Policy, Governance and Enforcement (SD)
Victoria Purtil, Director of Authorisation and Supervision (VP)
Victoria Roberts, Personal Assistant (minutes)

In attendance (CILEx):

Tony Bunce (TB), Director of IT and Facilities Management, CILEx
Michelle Drury (MD), Management Accountant, CILEx Regulation
Dreyer Wentzel (DW), Strategic Finance Director, CILEx Regulation

1. Apologies

Nick Hanning

2. Declarations of Interest

No additional interests were declared.

3. Minutes of previous meetings and Action Log

The following minutes were **APPROVED**:

- Confidential minutes for Sept 2019 meeting.
- Public minutes for September 2019 meeting, subject an amendment relating to the EU Exit Strategy.
- The Action Log was **NOTED**.

4. Chair's Update

SY wanted to express his thanks to all involved in setting up the 23rd October Legal Education Roundtable event. It was highly successful and was well attended. The event was mentioned in an article in Legal Futures.

- The Chair's update was **NOTED**.

5. Strategic Performance, Risk and Operational Report

CRM update

- The Board **NOTED** the report.

6. Finance updates

- The Board **NOTED** the Management Accounts and the two-year projections.
- The Board **APPROVED** £75 fee for QE.
- The Board **APPROVED** the change to monthly PCF collection for those seeking reinstatement, subject to the consultation outcome and LSB approval.

7. Executive report

UK Finance

VP gave an update to the Board regarding the response from Matthew Jupp at UK Finance.

- The Board **NOTED** the Executive Report

8. Strategic Performance, Risk and Operational Report (SD / VP)

The Board discussed the following issues:

Member Data

VP gave an update to the board advising that that CILEx had agreed a solution of using an application form. The application was being created and feedback would be presented at the February Board meeting.

Entity / ABS

VP confirmed we have 18 entities, with one still pending. We are hoping to exceed 20 by the end of 2019.

- The Board **NOTED** the Strategic Performance, Risk and Operational Report

9. Board Self-evaluation methodology (SD)

It was agreed we want to compare the outcome against previous years, therefore the questions will remain the same. SD suggested this is carried out after the February Board meeting to allow new Board Members to settle in. The Board approved the timeframe with a view to present the findings at the May 2020 board meeting.

- The Board **APPROVED** the Board self-evaluation methodology and timeline

10. Education Standards review (VP)

PRIVATE SESSION: A discussion was held regarding an update on CRL's Education Standards draft application, the alternative route to practice rights tender and application, the

Institute for Apprenticeships report, an update on Phoenix project and Chartered Legal Executive Apprenticeship

- The Board **NOTED** the progress of the education applications

11. Opportunities for further consumer work

PRIVATE DISCUSSION: A discussion was held regarding CILEx Regulation's involvement with Legal Choices website project.

A discussion was held regarding updating the logo to a resolution is required for digital age. It was noted that the strap line has been dropped and the Board agreed that we retain it. This will be discussed at the Strategy meeting in May 2020.

12. Annual Cycle of Business

- The Board **APPROVED** the 2020 Annual Cycle of Business

13. AOB (ALL)

PRIVATE SESSION

SAM YOUNGER, CHAIRMAN