

PUBLIC MINUTES OF THE MEETING OF

THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED HELD ON 26 FEBRUARY 2020

Present:

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

Apologies:

Nick Hanning (NH)

In attendance (CILEx Regulation):

Carilyn Burman, Chief Executive (CB)
Stuart Dalton, Director of Policy, Governance and Enforcement (SD)
Victoria Purtill, Director of Authorisation and Supervision (VP)
Rebecca Kemish, Personal Assistant (minutes) (RK)
Michelle Drury (MD), Management Accountant, CILEx Regulation
Francine Allgood, (FA), Investigations Manager

In attendance (CILEx):

Paul Hemsley (PH), Interim Chief Financial Officer
Linda Ford (LFo) Chief Executive, CILEx
Tony Bunce (TB), Director of Business Transformation

1 Welcome and Apologies

Apologies were received from Nick Hanning.

SY welcomed CB and RK to their first Board Meeting and thanked VP and SD for their great work over the last six months. Additionally, SY noted congratulations to the Team on the Entities event that was held on the 8 February. Helen Philips attended, and a Board to Board meeting arranged for the end of March.

2 Declarations of Interest

None noted.

3 Minutes of previous meetings and Action Log

The following minutes were APPROVED:

- Confidential Minutes of the Board meeting on 19 November 2019
- Public Minutes of the Board meeting on 19 November 2019
- Confidential minutes of teleconference held on the 10 December 2019
- Confidential minutes of teleconference held on the 19 Jan 2020
- Action Log

4 Chairs Update

SY raised the Board Member contracts that are due to end soon with LF's contract ending on 30 September 2020 and AD & SY due to leave 31 October 2021. SY proposed one recruitment process as the most cost-effective option and reported that LF had agreed to extend her term to until early 2021, which will allow for a single recruitment process for all positions.

LF raised that in the NHS they are looking to recruit more junior board members to improve diversity. These Board Members do not have voting membership and are not full board members. SY reflected that this was something CRL Board could investigate, particularly for those in the lower grades of membership.

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

5 Improvements to the Enforcement function

PRIVATE SESSION – A discussion was held on the following item

- A discussion to obtain the Boards steer on potential Enforcement function Improvements.

The Enforcement paper was **NOTED**

6 Strategic Performance, Risk and Operational Report

PRIVATE SESSION – A discussion was held on the following items:

- Resources and Business continuity
- Risks and heat map
- The possibility of an internal Finance and Audit Committees in CRL/CILEx

7 Education standards consultation

PRIVATE SESSION – A discussion was held on the following items:

- Proposed creation of an alternative route to authorisation

The Education Standards paper was **NOTED**

8 Executive Report

SY welcomed, Linda Ford, Paul Hemsley, Tony Bunce and Michelle Drury to the meeting to discuss the following items:

- **CILEx Strategy**
- **Customer journey**
- **CILEx Lawyer**
- **CILEx Professional Qualification (CPQ)**

➤ **CRM**

➤ **Ongoing Competence**

The Executive Report was **NOTED**.

9 Finance Update

The Board **NOTED** the following reports:

- 2019 Management Accounts
- Pre-audit December 2019 management accounts
- Quarter 4 unit' costs
- Draft 2021 budget for the PCF fee setting process

The Board **NOTED** the finance papers

10 Annual Board Self Appraisal

SY thanked Board members for completing the annual self-assessment noting there was nothing that needed urgent action, a watching brief will be kept on some issues arising. SY will endeavour to share a draft agenda with the Board ahead of the agenda being finalised. The size of the Board was considered. Whilst there were potential benefits of a larger Board, members agreed not to increase Board numbers considering budget pressures. This means a need for full commitment from all Board Members to ensure quoracy. A possible alternative solution was discussed in relation to co-opting.

SY noted that not all Board members were available on the 6 and 7 May.

The Annual Board self-appraisal was **NOTED**

11 Information Governance (IG) Annual Report

SD explained that this was the first Information Governance report. The report was introduced for good governance and so the Board are sighted on information governance compliance given the reputational and fine implications.

SD was pleased to inform the Board that the report did not identify any significant issues to highlight to the Board. An action plan was in place for the less significant improvements that the audit had identified.

The Board confirmed that they would like to continue receiving this report.

The Board discussed the responsibilities regarding GDPR and who the Data Controller is (CRL), the need to ensure the Data Protection Officer (DPO) has the expertise that they need and the ability to report directly to the Board.

SD informed the Board of the intention to have an external assessment performed on a 3 yearly' basis as good practice.

The Board discussed Data Protection training for panellists and Board members

The IG Annual Report was **APPROVED**

12 2019 Complaints and Compliments Annual Report

SD introduced the report, explaining the reduced number of complaints was due to management changes in the PAS team and managers had been reminded that all complaints should be logged and viewed constructively given all services make mistakes from which they can learn.

The Board noted an increase of compliments received.

The Complaints and Compliments Annual Report was **APPROVED**

13 Annual Cycle of Business

Not discussed.

14 Any other business

PRIVATE SESSION