

**PUBLIC MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 11 AND 12 MAY 2020**

The meeting was held via Microsoft Teams over 4 sessions:

Session 1: Monday 11 May 14:00 - 15:30

Session 2: Monday 11 May 16:30 - 18:00

Session 3: Tuesday 12 May 09:30 - 11:00

Session 4: Tuesday 12 May 12:00 - 13:30

Present:

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

In attendance (CILEx):

Paul Hemsley (PH), Interim Chief Financial Officer (in part)

Tony Bunce (TB), Director of Business Transformation (in part)

Michelle Drury (MD), Management Accountant, CILEx Regulation (in part)

1 Welcome and Apologies

SY opened the meeting noting no apologies had been received.

2 Declarations of Interest

None were noted.

3 Minutes of previous meetings and Action Log

The confidential minutes from the Board meeting held on the 26 February 2020, Public minutes from the Board meeting held on the 26 February and confidential minutes from the Board Teleconference held on the 25 March 2020 were all **APPROVED** and **AGREED** as an accurate description of the meetings held.

4 Chairs Update

SY expressed his thanks to Carilyn, Vicky, Stuart, and all staff for their response to the lockdown and continuing to work from home and effecting business as usual as much as possible; SY and the Board very much appreciate this and therefore offer their sincere thanks to all for their efforts.

SY confirmed that the Board will still look to meet virtually by Teams every 2 – 3 weeks. The 15 July Board meeting would be carried out virtually and then there would be a review over the summer regarding the September Board meeting.

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

5 CEOs Report

The CEOs update was **NOTED** by the Board.

6 Education and Standards

The Board received and formally **NOTED** this report

7 Education Annual Report

The Board received and formally **NOTED** this report

8 Legal Technology

The Board received and formally **NOTED** this report

9 Strategic Performance, Risk and Operational Report

Discussion regarding CRM

The Board received an update and had a discussion regarding the CRM Project.

10 Finance Update

The Board **APPROVED** the following:

- Management accounts
- Working budget
- PCF and other fees and charges review
- Group quarterly outturn

The Board had a discussion regarding the impact Covid19 had on finances across the business.

11 IGR Compliance

The Board **APPROVED** the Protocols and SLA subject to a price review section being added.

SD noted that all staff and Board were required to complete the IGR training prior to the IGR deadline, including Board members. This was **NOTED** by the Board.

12 Annual Review of governance framework

The Board approved the Annual Review of the Governance Framework

13 Strategy

Further Finance discussion

14 Standards Review Paper

The Board **NOTED** the standards paper

15 CRL Strategy

15 Any other business