



**PUBLIC MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 15 JULY 2020 VIA ZOOM**

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)

Michelle Drury, Finance Business Partner (MD)

1 Welcome and Apologies

SY opened the meeting noting that no apologies had been received.

2 Declarations of interests

None raised.

3 Minutes of previous meetings and action log

The Board **APPROVED** the minutes.

Action Log

The actions were noted with no significant matters raised

4 Chair's update

SY updated the Board on his meeting with Helen Philips, the Chair of the LSB, where IGR and reserved legal activities were discussed.

SY informed the Board that he had met with Chris Bones, the Chair of the CILEx Board, where they had discussed lender panels, the CILEx AGM and the IGR NEDs Steering Group.

5 CEO Report

CB gave feedback to the Board regarding a meeting she attended with the BSB and other regulators, regarding Public Legal Education.

CB attended the Remedies Programme Implementation Group.

The Board agreed that discussions regarding quality indicators (QI) should be had with CILEx to understand how members can stand out from the rest, and also establish the benefit for CILEx/CRL in respect of QI's.

6 Strategic Performance, Risk and Operational Report

Covid19 was still noted as a high risk, due to current uncertainty, there were no significant changes to note since the last report.

There were some frustrations from staff who want to return to the office and just get “back to normal”, however in the main everyone is working well and there were no restrictions in respect of the working arrangements or finances, but this may change as we move into 2021.

LF supported the possibility of staff who are struggling to work from home, to work from the office on a more flexible basis to improve their wellbeing.

AB noted CRLs duty regarding health and safety and the need to ensure that daily deep cleaning was covered, it was understood who was responsible, with clear guidelines and rules provided.

CRM

CB noted that Tony Bunce (TB) had been invited to attend this meeting to update the Board in regard of the CRM project, unfortunately due to the CILEx Board, TB was not available but did provide the Board a brief summary of the current position.

CB delivered the report TB had provided to the Board regarding the CRM project.

7 Comms and Engagement: Legal Choices Funding

CB summarised the current situation regarding Legal Choices to the Board.

8 Finance Update

The finance update was **NOTED**.

9 CRL Annual Report / Annual /committee/ panel reports (Enforcement, SRC, ALC, AML, Apprenticeship, comp fund, EQA Annual Report)

The Board reviewed the Annual Reports and agreed some items would be reviewed and sent to the Board for further discussion.

10 Governance matters

Adjudicator contract extension

The Board **AGREED** to extend the contracts by 2 years.

New Board members as Trustees of Compensation Fund

VP confirmed that all Board Members of CRL are automatically Trustees of the Compensation Fund. The Compensation Fund does not yet have sufficient reserves to activate the Trustee function.

Board recruitment (New Chair of Board and NED Lay Board Member)

The Board **APPROVED** delegation of this round of Board recruitment, including terms and conditions to the Appointments Committee. The Appointment Committee members were agreed as AD, AB, SY, and Ann Gill, with CB an attendee for the interview panel and a voting

member for the terms and conditions element of the Appointments Committee.

2021 Board meeting dates

The 2021 dates were agreed in principle and the Board asked for them to be shared by email.

11 Education

Private session

12 Annual Cycle of Business

The Board noted the Annual Cycle of Business.

13 Any other business

Private session

DRAFT