

CILEx Regulation Board Annual Cycle of Business 2021

Lead		23-Feb	10-May	15-Jul	28-Sep	16-Nov
Standing Business						
Apologies	SY	✓	✓	✓	✓	✓
Declaration of Interests	BS	✓	✓	✓	✓	✓
Approval of Minutes	BS	✓	✓	✓	✓	✓
Action Log	BS	✓	✓	✓	✓	✓
Chair's Update	SY	✓	✓	✓	✓	✓
CEO Report	CB	✓	✓	✓	✓	✓
Strategy, Performance & Risk	SD/VP	✓	✓	✓	✓	✓
Board Forward Plan	BS	✓	✓	✓	✓	✓
AOB	SY	✓	✓	✓	✓	✓
Strategy (2019 - 2021)						
Consumer theme strategic objective (incl CMA)	CB				✓	
Accessibility/diversity theme strategic objective (incl E&D action plan)	SD			✓		
Standards theme strategic objective (incl LSB performance)	VP					
2021 Business Plan and Strategic Objectives review	VP/SD				✓	
Comms and Engagement Strategic Review	CB			✓		
People Strategy Review (to incl Staff Survey and CB			✓			
Finance						
Management Accounts	KD/MD	✓	✓	✓	✓	✓
Annual Accounts sign off	KD/MD		✓			
Draft regulatory costs transparency statement	KD/MD		✓			
Working budget	KD/MD			✓		
Final budget	KD/MD				✓	
PCF and other fees and charges review	MD/VP		✓	✓		✓
Group Quarterly outturn	KD		✓	✓		✓
Unit Costs	MD	✓	✓		✓	✓
Governance						
Board Self-evaluation methodology	SD					✓
Board Self-evaluation outcomes	SD	✓				
Annual complaints and compliments report	SD	✓				
Annual review of governance framework (Standing Orders; Scheme of Delegation; policies; Transparency Policy etc)	SD		✓			
Annual Board/committee/panel reports (Enforcement, SRC, ALC, AML)	SD/VP			✓		
Risk Strategy	SD					✓
Business Continuity	SD					✓
Information Governance Annual Review	SD					✓
Health & Safety Annual Report	CB/TB		✓			
Education and Standards						
Standards Review (including Education)	VP	✓	✓	✓	✓	✓
CILEx Education Directorate Annual Report	VP		✓			
Compensation Fund Report	VP					✓
Legal Technology	VP	✓	✓	✓	✓	✓
Miscellaneous - non-recurring						
Membership fee / PCF modelling	VP		✓			