



REPORT TO: CILEx REGULATION BOARD
FOR: DISCUSSION
DATE: 11 May 2021
REPORT TITLE: CEO Report
SUBMITTED BY Carilyn Burman, CEO

STAKEHOLDER ENGAGEMENT:

Legal Services Board

1. Carilyn Burman and Sam Younger met with their counterparts at the LSB on 17 March for their regular catch-up. They discussed collaboration with other regulators, applications to the LSB, the CMA and the LSB's thoughts on a single digital register.
2. The senior management team met with Robin Geddes, Regulatory Policy Manager at the LSB for the regular relationship management meeting on 26th April.

External Relations Meetings

3. Carilyn Burman and Sam Younger attended meetings with their counterparts from the SRA, BSB, IPReg and CLC in March and April to discuss collaborative working which followed on from the LSB meeting with all regulators.
4. Carilyn Burman attended the CILEx External Relations sub-committee meeting on 12 April. Discussions included the CILEX public affairs strategy, update on marketing activity and press and PR update.
5. Carilyn met Linda Ford on 25th February and 31st March.

Legal Choices / RPIG

6. Legal Choices Governance Board meeting was held on 30 April.
7. Carilyn Burman attended the RPIG meeting on 3 March 2021. Main item for discussion was the LSB role following the CMA report and regulator views on the CMA report. A follow up meeting was held a week later to discuss any recommendations for the LSB to take up from the regulators.

CRM

8. A weekly update meeting has been scheduled for CRL and Project Lead Tacy Riby. This will allow CRL to ensure that all their requirements are included in the overall project roadmap and key outstanding issues are discussed on a regular basis.

OPERATIONS:

Staff

9. Investigations Manager, Francine Allgood will be leaving CILEx Regulation on 30th June 2021. Recruitment is underway for her replacement. Due to the increase in caseload in the investigations team a caseworker is being recruited on a fixed term contract.
10. CRL managers meetings continue to take place virtually each month.
11. CRL all staff meetings continue to take place monthly. Sam attended the February meeting and Jonathan attended in March. Alice and Nick will attend the May meeting.
12. Following the signing of the contract for office space at Wrest Park, staff have begun to use the workspace to meet up with colleagues. Covid procedures are in place and whilst lockdown is easing there is a limit of 3 people in the office at any time, this will increase to a maximum of 5 in the coming months.
13. A staff survey was completed in March. A separate agenda item covers details of the results and associated actions.
14. HR are developing an online application through an applicant tracking system for job roles. We are speaking to them about this being branded for CILEx Regulation. This will enable HR to gather EDI information much more easily and make the process of applying for roles and managing recruitment more streamlined.