



**MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 11 May 2021 VIA ZOOM**

Present:

Sam Younger (Chair) (SY), Alice Belcher (AB), Andrew Donovan (AD), Nick Hanning (NH), Jonathan Rees (JR)

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)
Beccy Snape, Personal Assistant (BS) – minute taker

In attendance (CILEx) for specific sections

Michelle Drury, Finance Business Partner (MD)

1 Welcome and Apologies

All Board members were in attendance.

2 Declarations of interests

None were noted other than the interests already declared on the register of interest.

3 Minutes of Previous Meetings and Action Log

The Board **APPROVED** the following minutes:

- Confidential minutes 23 February 2021
- Confidential minutes 23 March 2021 teleconference
- Confidential minutes 13 April 2021 teleconference

The Board **NOTED** the action log.

4 Chairs update

The Chair gave an overview of his work since the last meeting.

The Chair congratulated Jonathan Rees on his appointment as Chair of the Board. The new Chair would take up the role from 1 September 2021.

Board members **AGREED** the terms and conditions for the lay Board member.

The Board **NOTED** the Chair's update.

5 CEO report

CEO, Carilyn Burman updated the Board on key work streams and stakeholder engagement.

Legal Choices

SRA Director of Enforcement, Jane Malcolm had met with the MoJ who wanted to understand Legal Choices and how successful it had been on reaching the public. Google analytics would be provided to the MoJ.

CMA

The LSB had presented the outcomes of the CMA report to their Board and the actions recommended for them to lead on. A working group, hosted by the LSB, would be convened in early June to pick up those actions. This would remain separate to the RPIG.

Staff

The Board expressed their regret that Francine Allgood, Investigations Manager, had handed in her resignation and thanked her for her contribution to CRL.

Wrest Park Offices

Staff had been issued with their keys after Easter and were able to book desks via a central calendar. Since then, the office had been used four days a week by staff, limited to three members of a staff a day until covid restrictions eased. Feedback had been generally positive.

The Board **NOTED** the CEO's update.

6 Strategy Performance, Risk & Operation Report

Strategy Performance & Risk

The Board reviewed a strategy and risk update. The Board's discussion is minuted confidentially.

The Board **NOTED** the strategy, performance, risk and operational report.

7 Finance

The Board considered the finance papers and discussed the following:

- PCF & Other Fees Charges Review
- Reserves Policy
- 2021 Management Accounts
- Draft Regulatory Costs Transparency Statement
- Group Quarterly Outturn
- Unit Costs
- 2022 Budget Expenditure Review

The Board's discussion is minuted confidentially.

The Board **NOTED** the finance papers and **APPROVED** the 2020 cost transparency statement.

8 CRL 2020 Accounts

The Board attended a virtual meeting with the auditors on 10 May 2021 for a full discussion of



the 2020 Accounts. Board members thanked Michelle Drury for her work on the accounts and audit.

The Board **APPROVED** the CILEx Regulation 2020 Accounts.

9 Staff Survey Report

Board members noted the positive survey results, considering the organisation had been working remotely for almost a year.

The executive would look at working patterns and professional development and training for staff.

The Board **NOTED** the staff survey report.

10 Annual Review of Governance Framework

Board members reviewed the governance documents and **APPROVED** the proposed changes.

The Board agreed for the governance documents to be amended so that if a Board member became a Chair the three-year term would begin again at the start of that contract, subject to the overall ten-year maximum term under corporate governance.

11 Education Standards Update

The Board received an update on the latest developments on the education standards review at CILEx Regulation. Discussion is minuted confidentially.

The Board **NOTED** the education standards report.

12 ACCA

CRL now had the information they required from the ACCA and were finalising appendices before submitting a draft application to the LSB in two weeks' time.

The Board **NOTED** the ACCA report.

13 CILEX Education Directorate Annual Report

Board members reviewed the CILEX Education Directorate Annual Report. Discussion is minuted confidentially.

The Board **NOTED** the report.

14 Legal Technology Update

The LSB had published their 'Striking the Balance' report and though it did not contain anything new, it indicated the LSB's interest in legal technology.

The Regulators Pioneer Fund had reopened, following its suspension last year after the government spending review. CRL would engage with the CLC and SRA to create a joint bid to take one or more items forward from the September 2020 design sprint.



The Board **NOTED** the Legal Technology report.

15 Draft CRL Strategy

Following the Board's strategy discussion on 10 May, a draft strategy would be presented to the Board for final tweaks on 26 May. The strategy would then be presented to Board, along with the business plan and PCF consultation at its July meeting.

The Board agreed to keep their teleconference on 8 June in the diary and asked Felix Brown to attend to talk about the technology initiatives that CRL were involved in.

16 Annual Cycle of Business

The Board **NOTED** the annual cycle of business.