



**CONFIDENTIAL MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 16 NOVEMBER 2021**

Present:

Jonathan Rees (Chair), Helen Astle, Douglas Blackstock

In attendance (CILEx Regulation):

Michelle Drury, Finance Business Partner (Item 6 only)
Janine Griffiths-Baker, Interim Chief Executive
Danielle Rowles, Practitioner Authorisation and Supervision Manager (minutes)
Rebecca Kemish, Personal Assistant to CEO, Chair and Senior Management Team (minutes)
Victoria Purtill, Director of Authorisation and Supervision

Guest:

Sarah Chambers, Chair of the Legal Services Consumer Panel (LSCP) (Item 7 only)

1 Welcome and Apologies

The Chair opened the meeting and said apologies had been received from two Board Members, Alice Belcher and Nick Hanning.

2 Declarations of Interests

No declarations of interests were made in addition to those already included on the register of interests.

3 Minutes of previous meetings and action log

The Chair introduced the item for the Board's approval.

The Board:

- Approved the 28 September minutes;
- Approved the 19 October minutes;
- Approved the action log and agreed that completed actions would be removed; and
- Approved the use of cabinet-style for future Board minutes.

4 Chair's update

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

The discussion is minuted confidentially.

The Board:

- Noted the Chair's update

5 CEO Report

The Chair introduced the CEO Report for noting.

The Interim CEO said that feedback had been received from the Legal Services Board (LSB) in relation to the 2022 Practising Certificate Fee (PCF) application and, given the nature of the questions, that she was hopeful that the application would be approved. The Interim CEO said that the paper format of the 2022 Practising Certificate had been designed and would be ready to send out.

The Interim CEO said that the LSB intended to release several consultations that would be referred to the Board. An update on the 'ongoing competence' consultation would be brought to the February 2022 Board meeting. The Interim CEO said that the LSB's Business Plan would be brought to the January 2022 Board Teleconference.

The Interim CEO updated the Board on staffing. She said the Director of Policy, Governance and Enforcement would be leaving on the 3 December, and gave thanks to the Director of Authorisation and Supervision for all the additional work and support she had provided during his absence. She confirmed that a successful offer had been made for the post of Investigation Officer within the Enforcement Team which would commence on 29 November.

The Interim CEO updated the Board on the progress made to clear the Kempston Offices, as it has been agreed that CRL would vacate by the end of December 2021.

Owing to the departure of the Director of Policy, Governance and Enforcement the shared services project had not started but would be a responsibility for the interim Director once appointed.

Finally, the Interim CEO confirmed that the CRL offices would be closed for Christmas from midday on 24 December 2021 until 4 January 2022.

In discussion the following points were made:

- a) Concern was expressed regarding the volume of work required to respond to LSB consultations. The Board should closely monitor the situation; and
- b) Concern was expressed regarding the possible impact on resources following the resignation of the Practitioner Officer. The Director of Authorisation and Supervision said that the office would make increased use of external assessors, and a full-time replacement would be recruited in the New Year.

Summing up, the Chair thanked the Interim CEO for her report and noted the positive work that had been carried out by the team.

The Board:

- Noted the CEO report

6 Financial Update

The Chair welcomed the Finance Business Partner to the meeting and expressed his thanks to her for her attendance and the comprehensive report.

The discussion is minuted confidentially.

7 External Speaker – Chair of the Legal Services Consumer Panel

The Chair introduced the item and welcomed the LSCP Chair.

The discussion is minuted confidentially.

The Board:

- Took note.

8 Consumer strategy deep dive & response to LSB consultation paper

The Chair introduced the item for the Board's approval.

The discussion is minuted confidentially.

Following this item, the Board went into private session.

9 Compensation Fund arrangements

The Chair introduced the item for the Board's approval.

The discussion is minuted confidentially.

10 Entity review

The Chair introduced the item for the Board's approval.

The discussion is minuted confidentially.

11 2022 Business Plan

The Chair introduced the item for the Board's approval. He said he had asked for the Business Plan to include business as usual activities and not just strategic objectives.

The discussion is minuted confidentially.

12 Communications & Engagement Plan

The Chair introduced the Communication and Engagement Plan for the Board's approval.

The discussion is minuted confidentially.

13 Strategic Performance 2021

The Chair introduced the item for noting and asked the Director of Authorisation and Supervision to provide an update.

The discussion is minuted confidentially.

The Board:

- Noted the item.

14 Risk Register

The Chair introduced the item and asked the Board for its views on the revised structure.

The discussion is minuted confidentially.

The Board:

- Noted the item.

15 Director of Authorisation & Supervision report

The Chair introduced the item and congratulated the Team on the approval of the ACCA application.

The discussion is minuted confidentially.

16 Director of Policy, Governance & Enforcement report

The Chair introduced the item and noted good progress in relation to EDI work and the Law Care Roundtable event that would be attended by the Director of Authorisation and Supervision on 30 November 2021.

The discussion is minuted confidentially.

17 LSB's BSB well-led review action plan

The Chair introduced the action plan for the Board's approval. He asked whether this would be sent to the LSB. The Interim CEO and Director of Authorisation and Supervision said it would not be sent to the LSB, but it would be published.

The Interim CEO confirmed the following action:

- 61/21 Reword final action on p.227 to include the word 'consider'.

The Board:

- Approved the action plan.

18 Board annual self-assessment questionnaire

The Chair introduced the item for discussion and asked the Board for its views on when the self-assessment should be completed and whether the Board was happy with the proposed questions.

In discussion the following points were made:

- a) Two Board Members had only recently started their terms of office and would prefer to attend more meetings before completing the assessment; and
- b) Some of the questions were less relevant to Board effectiveness

The Chair confirmed the following actions:

- 62/21 The Board would complete the self-assessment in time to have the results in May 2022; and
- 63/21 Amend the questionnaire to remove questions 6, 10 and 12 and the finalised questionnaire would be brought back to the Board meeting in February 2022.

The Board:

- Noted the item.

19 2022 Annual cycle of business

The Chair introduced the 2022 Annual cycle of business for discussion.

The Chair said that the proposed schedule was acceptable however, he recognised that it would be subject to change.

The Chair confirmed the following actions:

- 64/21 Board self-evaluation would move to the May 2022 meeting;
- Redacted action
- 66/21 Review the LSB's consultation on ongoing competence in February 2022.

The Board:

- Noted the item.

20 Board effectiveness

The Chair said that he would contact the Board separately regarding Board effectiveness, considering the apologies received from Board members.

21 AOB

Board Teleconference – 7 December 2021

The Interim CEO said she would not be available to attend the December Board Teleconference and asked whether the Board would accept a written update instead.

The Director of Authorisation and Supervision confirmed she would attend the meeting.

The Chair agreed to receive a written update and confirmed no other papers would be required. He said the December Board Teleconference would be used to update the Board on the PCF application decision from the LSB and CRL Staffing.

**JONATHAN REES
CHAIR**