

CILEx Regulation Board Annual Cycle of Business 2022

| | Lead | Feb | May | Jul | Sep | Nov | comments |
|--|------------|-----|-----|-----|-----|-----|---|
| Standing Business | | | | | | | |
| Apologies | JR | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Declaration of Interests | RK | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Approval of Minutes | RK | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Action Log | RK | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Chair's Update | JR | ✓ | ✓ | ✓ | ✓ | ✓ | |
| CEO Report | JG-B | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Strategy, Performance & Risk | VP | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Board Forward Plan | RK | ✓ | ✓ | ✓ | ✓ | ✓ | |
| AOB | JR | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Strategy (2022 - 2024) | | | | | | | |
| Consumer theme strategic objective (incl CMA) | JG-B | | | | | ✓ | |
| 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 | | | | ✓ | | |
| Comms and Engagement Strategic Review | JG-B | | | ✓ | | | |
| People Strategy Review (to incl Staff Survey) | JG-B | | ✓ | | | | |
| Finance | | | | | | | |
| Management Accounts | MD | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Annual Accounts sign off | MD | | ✓ | | | | |
| Draft regulatory costs transparency statement | MD | | ✓ | | | | |
| Working budget | MD | | | ✓ | | | |
| Final budget | MD | | | | ✓ | | |
| PCF and other fees and charges review | MD/VP | | ✓ | ✓ | | ✓ | |
| Group Quarterly outturn | MD | | ✓ | ✓ | | ✓ | |
| Unit Costs | MD/VP | ✓ | ✓ | | ✓ | ✓ | |
| Governance | | | | | | | |
| Board Self-evaluation methodology | Dir of Gov | | | | | ✓ | final questionnaire to Feb meeting agreed Nov 2021 |
| Board Self-evaluation outcomes | Dir of Gov | | ✓ | | | | moved from February agreed Nov 2021 |
| Annual complaints and compliments report | Dir of Gov | ✓ | | | | | |
| Annual review of governance framework (Standing Orders; Scheme of Delegation; policies; Transparency Policy etc) | Dir of Gov | | ✓ | | | | |
| Annual Board/committee/panel reports (Enforcement, SRC, ALC, Comp Fund) | DP/VP | | | ✓ | | | The Board requested that panel diversity be built into the enforcement annual report 28/9 |
| Risk Strategy | VP | | | | | ✓ | |
| Business Continuity | Dir of Gov | ✓ | | | | | Oral |
| Information Governance Annual Review | Dir of Gov | ✓ | | | | | |
| Health & Safety Annual Report | JG-B/TB | | ✓ | | | | |
| Education and Standards | | | | | | | |
| Standards Review (including Education) | VP | ✓ | ✓ | ✓ | ✓ | ✓ | |
| CILEx Education Directorate Annual Report | VP | | | | ✓ | | |
| AML Report | DP | | | | | ✓ | |
| Legal Technology | VP | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Miscellaneous - non-recurring | | | | | | | |
| Membership fee / PCF modelling | VP/MD | | ✓ | | | | |
| Compensation Fund draft consultation | VP/DP | ✓ | | | | | Agreed Dec 21 Minutes, subject to research outcomes |
| Learning from LSB review of the Faculty Office of the Archbishop of Canterbury | PM | ✓ | | | | | Published end of September |