



**PUBLIC 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 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 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 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 rest of the discussion is minuted confidentially.

The Board **NOTED** the report.

6 Financial Update

The Board considered the finance papers and discussed the following:

- Management Accounts to September 2021; and
- The proposed fee increase for QE based on unit costs for quarter 3 2021.

The discussion is minuted confidentially.

The Board **APPROVED** a fee increase for QE to £80.

7 External Speaker – Chair of the Legal Services Consumer Panel

The Board took note of the summary of the LSCP's work and areas of interest.

The discussion is minuted confidentially.

8 Consumer strategy deep dive & response to LSB consultation paper

The Board considered the report and:

- **NOTED** the key activities undertaken in 2021 in relation to the consumer strategic objective;
- **APPROVED** CRL's draft response to the LSB's consultation document on consumer empowerment, subject to the actions; and
- **APPROVED** the proposed activity for CRL in 2022 in relation to the consumer strategic objective.

9 Compensation Fund arrangements

Board members considered the Compensation Fund arrangements paper, the discussion is minuted confidentially.

The Board **APPROVED** its preferred option.

10 Entity review

The Board considered the Entity review paper.

The discussion is minuted confidentially.

The Board **APPROVED** the commissioning of market research and agreed that the findings should be presented at the February 2022 Board meeting.

11 2022 Business Plan

Board members reviewed and **APPROVED** the 2022 Business Plan and **APPROVED** the proposed approach for the Balanced Scorecard.

12 Communications & Engagement Plan

Board members reviewed and **APPROVED** the Communication and Engagement Plan, subject to actions identified.

13 Strategic Performance 2021

The Board reviewed the progress made against the 2021 Business Plan and the items that would be taken forward into 2022.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

14 Risk Register

The Board reviewed the risk register.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

15 Director of Authorisation & Supervision report

The Board considered the Director of Authorisation & Supervision report.

The Board's discussion is minuted confidentially.

The Board **APPROVED** a change requiring a CRL Board member to attend the Qualifications Committee meetings in relation to legacy qualifications only.

16 Director of Policy, Governance & Enforcement report

The Board considered the Director of Policy, Governance & Enforcement report.

The Board's discussion is minuted confidentially.

The Board **APPROVED** the research and an 8-week consultation in relation to the potential impact of holding remote hearings.

17 LSB's BSB well-led review action plan

The Board reviewed this report and the Board's discussion is minuted confidentially.

The Board **APPROVED** the action plan and subsequent publication.

18 Board annual self-assessment questionnaire

Board members reviewed the Board self-assessment methodology.

The Board **NOTED** the item and that:

- The Board would complete the self-assessment in time to have the results in May 2022; and
- The finalised questionnaire would be brought back to the Board meeting in February 2022.

19 2022 Annual cycle of business

The Board **NOTED** the annual cycle of business and recognised that it would be subject to change.

20 Board effectiveness

The Chair would contact the Board separately regarding Board effectiveness.

21 AOB

The Board considered the arrangements for the Board Teleconference on 7 December 2021.

**JONATHAN REES
CHAIR**