



**PUBLIC MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 24 FEBRUARY 2022**

Present:

Jonathan Rees (Chair), Helen Astle, Alice Belcher, Douglas Blackstock

In attendance:

Andrew Donovan (Special Adviser)

In attendance (CILEx Regulation):

Janine Griffiths-Baker, Interim Chief Executive
Victoria Purtill, Chief Operating Officer
Patricia Morrissey, Interim Director of Governance
David Pope, Director of Operations
Deborah Proudlove, PA (minutes)
Danielle Rowles, Practitioner Authorisation and Supervision Manager (minutes)

1 Welcome and Apologies

The Chair opened the meeting and said that no apologies had been received.

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 16 November 2021 minutes;
- **APPROVED** the 8 December 2021 minutes;
- **APPROVED** the 26 January 2022 minutes; and
- **APPROVED** the action log and agreed that completed actions would be removed.

4 Chair's update

The Chair said that he did not have anything to add for this item.

5 Chief Executive's Report

The Interim CEO asked the Board to note the report that provided an update on key activities across the organisation since 16 November 2021. In addition to the report, the Interim CEO said that the LSB applications noted in the CEO Report had been approved by the LSB and gave her thanks to the Practitioner Authorisation and Supervision Manager and Disciplinary Standards and Process (Policy) Manager for their work. The Interim CEO updated the Board on staffing and operations, the CRM system, shared services with CILEX and external meetings that had been attended by the senior management team.

The rest of the discussion is minuted confidentially.

The Board **NOTED** the report.

6 Financial Update

The Board considered the Finance paper and:

- Discussed the draft pre-audit year end Management Accounts for 2021; and
- Reviewed the Q4 2021 unit costs

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

7 Chief Operating Officer's report – Education

The Board considered the Chief Operating Officer's report and the updates provided, including in relation to education, strategy, performance and risk.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

8 Compensation Fund draft consultation

The Board considered an update on the work carried out in relation to the alternative compensation fund arrangements.

The Board's discussion is minuted confidentially.

The Board **NOTED** the update and would consider whether to publish a consultation at its March 2022 teleconference.

9 Consultation on change to Enforcement Rules to allow remote hearings

The Board considered the draft consultation in relation to a proposed rule change to the Enforcement Rules to allow for remote hearings. CILEx Regulation had been granted interim arrangements by the LSB until the end of August 2022 to allow for remote hearings to be held, in response to Covid-19. The proposed rule change would allow for remote hearings to continue after the temporary arrangements had expired.

The Board's discussion is minuted confidentially.

The Board **APPROVED** the consultation for publication.

10 Review the LSB's consultation on ongoing competence in February 2022

The Board considered CILEx Regulation's response to the LSB's consultation on ongoing competence.

The Board's discussion is minuted confidentially.

The Board **APPROVED** the consultation response, subject to the actions identified during discussion.

11 Business Continuity

The Board considered an oral update on the delay to the annual review of the Business Continuity Plan, including the IT Disaster Recovery Plan, which was dependent on work being undertaken by CILEX.

The Board's discussion is minuted confidentially.

The Board **NOTED** the update and that further updates would be provided to the Board at its March or April meetings.

12 Learning from LSB review of the Faculty Office of the Archbishop of Canterbury

The Board considered the report on the LSB's Well-led review of the Faculty Office of the Archbishop of Canterbury and the action plan for CILEx Regulation that resulted from the review. The following actions for CILEx Regulation were highlighted:

- CILEx Regulation should review its governance arrangements on the CILEx Regulation website and consider information that should be published, particularly Board minutes and non-confidential decisions made by the Board outside of its usual meeting schedule. In addition, publication of the Board Blog should improve transparency of decision making.
- CILEx Regulation should demonstrate as far as possible how it acts on available information and uses this to inform work and projects.
- CILEx Regulation should consider its resources ahead of the LSB's review of CILEx Regulation's resource in June 2022. CILEx Regulation had made some changes to its



organisational structure and had been transparent about finances. In addition, CILEx Regulation should review shared services agreements and the use of PCF and permitted purposes.

The Board **APPROVED** the report and action plan.

13 Interim Director of Governance Report

The Board considered the Interim Director of Governance report.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

14 Board Evaluation 2021

The Board considered the final draft self-assessment questionnaire which would support the annual Board evaluation for 2021.

The Board would review the results of the self-assessment questionnaire at its meeting in May 2022 and would then consider next steps for an independent governance review. Board member appraisals would be delayed until later in the year to coincide with newer Board members and the Chair having served their first year on the Board.

The Board **AGREED** the Board self-evaluation questionnaire.

15 Annual complaints and compliments report

The Board considered the annual complaints and compliments report. It was noted that:

- The number of service complaints received in 2021 was higher than in 2020 but that it had remained relatively low.
- Delay was a recurring theme in the complaints received and that this may have been due to resourcing.
- The number of compliments recorded had reduced in 2021 however, this may have been due to work pressures on staff who may have not taken time to record the compliments received centrally.

The Board **APPROVED** the annual report.

16 Information Governance Annual Review

The Board considered the Information Governance Annual Review report. It was noted that:

- CILEx Regulation had been taking a reactive approach to any issues and noted good completion rates on mandatory training.

- There had been 3 data breaches in 2021 but these were not required to be reported to the ICO. It was confirmed that regular reminders had been sent to staff about data protection.
- A focus for 2022 would be to expand the training requirements for panellists and Board members.
- CILEx Regulation had made a commitment in 2019 to instruct an external consultant to undertake an independent review every 3 years and that ways to proceed with this were being considered. The individual appointed as the Director of Governance, Policy and Legal should have a legal background and would be able to lead on this.

The Board **APPROVED** the report.

17 Director of Operations' Report

The Board considered the Director of Operations' Report.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

18 Annual Cycle of Business

The Board **NOTED** the Annual Cycle of Business and that finance would be discussed at the April 2022 Board Teleconference.

19 May Strategy session

The Board considered the arrangements for the May 2022 Strategy session.

20 AOB

It was noted that a Board member would attend the CILEx Regulation staff meeting that week.

**Jonathan Rees
Chair**