



**PUBLIC MINUTES OF THE MEETING OF  
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED  
HELD ON 17 MAY 2022**

**Present:**

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

**In attendance:**

Andy Donovan, Special Adviser to the Board

**In attendance (CILEx Regulation):**

Janine Griffiths-Baker, Chief Executive Officer

Victoria Purtill, Chief Operating Officer

David Pope, Director of Operations

Patsy Morrissey, Interim Director of Governance (minutes)

Michelle Drury (Finance update only)

**1 Welcome and Apologies**

The Chair opened the meeting. There were no apologies for absence.

**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 24 February 2022 minutes
- **APPROVED** the 7 March 2022 minutes
- **APPROVED** the 22 March 2022 minutes
- **APPROVED** the 13 April 2022 minutes,
- **APPROVED** the action log and **AGREED** that completed actions would be removed.

**4 Chair's update**

The Chair updated Board.

**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 24 February 2022. In addition to the report, the Interim CEO confirmed that the two applications noted in the CEO Report had been approved by the LSB.



The Interim CEO informed the Board that she and the Chair had written to the Deputy Prime Minister setting out details of how CRL is ensuring compliance with the sanction regime introduced following the Russian invasion of Ukraine. The Interim CEO also provided the Board with an update 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 Dispute Resolution Process – tabled item**

The Board considered the Dispute Resolution Annex which had been circulated as a late item on 16 May and following approval by the CILEX Board.

The Board **APPROVED** the Dispute Resolution Annex.

## **7 Financial update**

The Board considered the finance papers and discussed the Management Accounts to March 2022 and the 2023 PCF budget options.

The discussion is minuted confidentially.

The Board:

- **RECEIVED** the financial update to March 2022
- **RECEIVED** the update on the 2022 Q1 Unit costs
- **APPROVED** the 2021 Cost Transparency statement
- **APPROVED** the updated delegated authority listing
- **REVIEWED** the 2023 PCF budget options.

## **8 Chief Operating Officer's Report**

The Board noted the update and the importance of creating greater flexibility within the operations directorate.

The Board's discussion is minuted confidentially.

The Board **APPROVED** the increase in the budget to cover changes to the operations directorate.

## **9 Director of Operations' Report**

The Board considered the Director of Operations' Report.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.



## **10 Interim Director of Governance Report**

The Board considered the Report from the Interim Director of Governance.

The Board's discussion is minuted confidentially.

The Board **NOTED** the report.

## **11 Annual Review of the Governance Framework**

The Board considered the outputs from the review of the Board's key governance documents.

The Board's discussion is minuted confidentially.

The Board **APPROVED** the amendments to the governance documents.

## **12 Board Self-Assessment 2021 – results**

The Board considered the outcomes from its 2021 self-evaluation.

The Board's discussion is minuted confidentially.

The Board **AGREED** the actions arising and table of recommendations.

## **13 Health and Safety Annual Report**

The Board considered the Health and Safety Annual Report.

The Board's discussion is minuted confidentially.

The Board **NOTED** the update and actions identified.

## **14 Annual Cycle of Business**

The Board **NOTED** the Annual Cycle of Business.

## **13 AOB**

Douglas Blackstock gave his tentative apologies for the June teleconference meeting.

**Jonathan Rees**  
**Chair of the Board**