



**PUBLIC MINUTES OF THE MEETING OF  
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED  
HELD ON 13 JULY 2022**

**Present:**

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

**In attendance (CILEx Regulation):**

Janine Griffiths-Baker, Interim Chief Executive Officer

Victoria Purtill, Chief Operating Officer

Simon Blandy, Director of Governance (minutes)

Michelle Drury, Finance Manager (item 6 only)

Helen Hardwick, Policy & Stakeholder Engagement Manager (items 8 & 9 only)

**1 Welcome and Apologies**

The Chair opened the meeting. Andy Donovan, Special Adviser to the Board, and David Pope, Director of Operations had sent their apologies for not attending the meeting.

**2 Declarations of Interests**

Douglas Blackstock had declared an interest in respect of two educational establishments. The Board noted that Andy Donovan had previously declared an interest as a consultant for legal businesses. No other 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 minutes of the meeting of 16 May 2022
- **APPROVED** the minutes of the meeting of 17 May 2022
- **APPROVED** the minutes of the meeting of 9 June 2022  
and
- **APPROVED** the action log and **AGREED** that completed actions would be removed.

**4 Chair's update**

The Chair updated the Board.

The discussion is minuted confidentially.

**5 Chief Executive's Report**

The Chair introduced the Chief Executive's Report and asked the Interim Chief Executive Officer to present the paper.

The Interim Chief Executive Officer asked the Board to note the report that provided an update on key activities across the organisation since 17 May 2022. In addition to the report, the



Interim Chief Executive Officer confirmed that at the Relationship Management meeting the LSB had advised that CRL would be notified of the outcome of the updated regulatory performance assessment by the end of July.

The discussion is minuted confidentially.

The Board:

- **NOTED** the report.

## 6 Financial Update

### Part A – Financial update

The Chair introduced the Financial Update, welcomed the Finance Manager to the meeting and asked her to present the paper.

The Finance Manager provided an overview of the financial update to May 2022.

The discussion is minuted confidentially.

The Board:

- **NOTED** the financial update to May 2022
- **REVIEWED** and **APPROVED** the 2022 5+7 Reforecast
- **NOTED** the updated reserves statement for 2022.

### PART B – PCF and Other Fees Charges Review

The Chair introduced the Financial Update and asked the Chief Operating Officer to present the paper. The Chief Operating Officer Provided an interview.

The discussion is minuted confidentially.

The Board:

- **REVIEWED** and discussed the final 2023 PCF budget including the CILEX Permitted Purposes calculations
- **APPROVED** the 2023 PCF budget for consultation
- **APPROVED** the 2023 PCF consultation for issue.

## 7 Chief Operating Officer's Report

The Chair introduced the item and asked the Chief Operating Officer to present the paper.

The Chief Operating Officer asked the Board to note the updates provided in the report.

The discussion is minuted confidentially.

The Board:

- **REVIEWED** the documentation and **APPROVED** the application for Bloomsbury Institute to be accredited to deliver a CRL approved qualification
- Provisionally **APPROVED** the Education report from CILEX, subject to CILEX submitting a full report no later than 2 September 2022 (as more particularly set out in a letter to CILEX), and
- **NOTED** the remainder of the update.

## **8 Strategy (2022 - 2024)**

Accessibility/diversity theme strategic objective (incl EDI action plan)

The Chair introduced the Director of Governance' Report and asked the Director of Governance to present the paper.

The Director of Governance introduced the paper which included an update on progress against the implementation plan, further actions for the remainder of the year and key activities in 2023.

The discussion is minuted confidentially.

The Board:

- **NOTED** progress in 2022
- **DISCUSSED** and **APPROVED** the definition of Progression, and
- **APPROVED** the proposed workstreams for 2023.

## **9 Strategy (2022 - 2024)**

Communications and Engagement Strategic Review

The Chair welcomed the Manager of Policy and Stakeholder Engagement and introduced the Report. The Manager of Policy and Stakeholder Engagement was asked to present the paper.

The Manager of Policy and Stakeholder Engagement updated the Board on progress made against the Communications Action Plan 2021-2022, set out the proposed work streams for 2022-2023, and put forward a proposed over-arching approach for CRL stakeholder management, reporting good progress overall.

The discussion is minuted confidentially.

The Board:

- **NOTED** the update, and
- **APPROVED** the proposed communications work plan and stakeholder management matrix.

## **10 Qualifying Employment Review**

The Chair introduced the item and asked the Chief Operating Officer, in the absence of the Director of Operations, to present the paper.

The Chief Operating Officer introduced the paper.

The discussion is minuted confidentially.

The Board **REVIEWED** and **APPROVED**:

- The consultation on the proposal to change the Application for Fellowship Rules and Practitioner Authorisation Rules
- Amendment of the definition of qualifying employment, and
- The proposed changes to the qualifying experience required of applicants prior to admission as a Chartered Legal Executive.

## **11 Compensation Fund and Entity Review**

The Chair introduced the item and asked the Chief Operating Officer to present the paper.

The Chief Operating Officer introduced the paper.

The discussion is minuted confidentially.

The Board noted the **UPDATE**.

Further, having noted the statement set out in the letter dated 11 July 2022 from the Chair of CILEX to the Chief Executive of CILEx Regulation providing an update on CILEX's current financial status the Board **RESOLVED** in the interests of prudence that CILEX be required to draw down CILEx Regulation's contingency reserve from the CILEX Group reserves and forward to CILEx Regulation.

## **12 Director of Governance Report**

The Chair introduced the item and asked the Director of Governance to present the paper.

The Director of Governance summarised the report and asked for comments on the Appointments and Remuneration Committee Terms of Reference.

The discussion is minuted confidentially.

The Board:

- **DEFERRED** consideration of the Appointments and Remuneration Committee Terms of Reference,
- **NOTED** the update and actions identified.

## **13 Annual Board, Committee & Panel Reports**

The Board considered the reports presented for approval and noted their thanks and appreciation for the dedication and commitment of members of the committees and panels.

The discussion is minuted confidentially.

The Board **APPROVED**, subject to the amendments proposed by the Chair to the Foreword, the CILEx Regulation Ltd Annual Report 2021 for publication.

The Board **NOTED** the following for publication:

- Admissions and Licensing Committee Report 2021
- Subject to minor amendments, the Investigation, Disciplinary and Appeals Report 2021
- Strategic Risk Committee Report 2021
- Compensation Fund Annual Report 2021
- CLE Apprenticeships External Quality Assurance Annual Report 2021.

#### **14 Director of Operations' Report**

The Chair introduced the Director of Operations' Report for noting and asked the Chief Operating Officer, in the absence of the Director of Operations, to present the paper.

The Chief Operating Officer said the paper provided an update on the work of the Operations Directorate undertaken since the last meeting and asked the Board to consider the analysis of the responses to the consultation on remote hearings.

The discussion is minuted confidentially.

The Board:

- **REVIEWED** and **DISCUSSED** the consultation analysis on remote panel hearings
- **APPROVED** the preparation of a draft rule change application for review by the Legal Services Board.
- **NOTED** the remainder of the report.

#### **15 Annual Cycle of Business (p102)**

The Chair introduced the Annual Cycle of Business.

The discussion is minuted confidentially.

#### **16 AOB**

Alice Belcher advised the Board that she may not be available to attend the Teleconference on the revised date in early September.

There was no other business.

**Jonathan Rees  
Chair of the Board**