



**MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 28 SEPTEMBER 2022**

Present:

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

In attendance:

Andy Donovan, Special Adviser to the Board
Michael Stacey, Partner Russell Cooke (item 4 only)

In attendance (CILEx Regulation):

Janine Griffiths-Baker, Interim Chief Executive Officer
Victoria Purtill, Chief Operating Officer
David Pope, Director of Operations
Simon Blandy, Director of Governance (minutes)
Michelle Drury, Finance Manager (item 6 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 Board **APPROVED** the following minutes:

- Confidential minutes 13 July 2022
- Confidential minutes 20 July 2022
- Confidential minutes 6 September 2022

The Board **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.

The Board **NOTED** the Chair's update.

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 updated the Board on key activities across the

organisation and stakeholder engagement since 13 July 2022.

The discussion is minuted confidentially.

The Board **NOTED** the CEO's update.

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 July 2022.

The Board's discussion is minuted confidentially.

The Board:

- **NOTED** the financial update to July 2022
- **DISCUSSED** the options for a business reserve account
- **DISCUSSED** the requirement of an arranged overdraft for the CILEx Regulation business current account.

PART B – 2023 PCF Budget Update

The Chair introduced the 2023 PCF Budget Update and asked the Chief Operating Officer to present the paper.

The Chief Operating Officer updated the Board on progress in finalising the PCF application.

The Board's discussion is minuted confidentially.

The Board:

- **NOTED** the final 2023 PCF budget and CILEX Permitted Purposes calculations (which remained unchanged from the July 2022 meeting)
- **NOTED** an update on the timetable for submitting the PCF application to the LSB.

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 which consisted of the Business Plan, Risk, and Performance papers as well as the Education Policy and Standards update.

The Board's discussion is minuted confidentially.

The Board:

- **APPROVED** the Higher Rights of Audience consultation
- **APPROVED** and renewed the CILEX Professional Qualification until July 2023

- **NOTED** the remainder of the Update.

8 Strategy (2022 - 2024): Standards Strategic Objective Review

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

The Chief Operating Officer 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 Board's discussion is minuted confidentially.

The Board:

- **NOTED** progress in 2022
- **APPROVED** the proposed workstreams for 2023.

9 Strategy (2022 - 2024): 2023 Business Plan and Strategic Objectives Review

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

The Chief Operating Officer explained that the draft strategy implementation plan and the draft business as usual plan for CILEx Regulation for 2023 constituted the plans to implement the second year of the 2022-24 strategy as well as providing an outline of planned business as usual activities for 2023.

The Board **REVIEWED** and **DISCUSSED** the draft strategy implementation plan and the draft business as usual plan for CILEx Regulation for 2023.

10 Director of Governance Report

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

The Director of Governance introduced the paper and asked that the paper be treated as read.

The Board **NOTED** the Director of Governance report and actions identified.

11 Internal Governance Review 2022

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

The Director of Governance introduced the paper which summarised the summary of the 2021 IGR Review and the developments in 2022 with which the Board had been regularly appraised during the year.

The Board **NOTED** the IGR annual assessment and escalation of the dispute resolution process.

12 Director of Operations' Report

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



The Director of Operations summarised the report which provided updates on the work of the Practitioner Team, the Entity Team and the Enforcement Team.

The Board's discussion is minuted confidentially.

The Board:

- **REVIEWED** and **DISCUSSED** the consultation analysis on proposed changes to qualifying employment and **APPROVED** the submission of the application to the LSB
- **NOTED** the remainder of the report.

13 Annual Cycle of Business

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

14 AOB

There was no other business.

Jonathan Rees
Chair of the Board