



**MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF CILEx REGULATION LIMITED
HELD ON 17 NOVEMBER 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, 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)

In attendance (Observers):

Robert Morris, member of the Board (with effect from 1 December 2022)

Carilyn Burman, Chief Executive (returning to full time role with effect from 3 January 2023)

1 Welcome and Apologies

The Chair opened the meeting. He welcomed Robert Morris (who was joining the Board with effect from 1 December 2022) and Carilyn Burman (who was resuming her role as Chief Executive with effect from 3 January 2023) as observers. There were no apologies for absence.

2 Declarations of Interests

Helen Astle declared that with effect from 1 October 2022 she had been appointed Director of Verity Trustees Limited and that she had left the London Pensions Fund Authority on 30 September 2022. Douglas Blackstock declared that he had joined the British University in Cairo as a member of the Board. 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 Board **APPROVED**:

- the Confidential minutes of the meeting of 28 September 2022
- the Confidential minutes of the meeting of 19 October 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 28 September 2022.

The discussion is minuted confidentially.

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

6 Finance 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 Chair thanked the Finance Manager.

The Board:

- **NOTED** the financial update to September 2022
- **REVIEWED** the 2022 8+4 Reforecast
- **REVIEWED** and **APPROVED** a fee increase of 6.25% to £85 for QE and 6.66% to £320 for WBL.

7 Chief Operating Officer's Report

The Chair advised the Board that the risk update within the Chief Operating Officer's report would be taken with item 9 Risk Strategy. The Chair then 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. Each of the 2022 plans would be closed at the end of the Board meeting and be replaced with the 2023 plans set out at Item 10 of the Board Papers. The Risk Strategy for 2023 was at Item 9. The report also provided an update on Education Policy and Standards.

The Board's discussion is minuted confidentially.

The Board:

- **NOTED** the update.

8 Strategy (2022 - 2024) Consumer Strategic Objective Review

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

The Director of Governance introduced the paper which included an update on progress made in 2022 in meeting CILEx Regulation's strategic objective to 'enhance the information available to consumers to improve the accessibility to legal services' and to propose the work programme for 2023.

The Board's discussion is minuted confidentially.

The Board:

- **NOTED** progress in 2022, and
- **APPROVED** the activity for 2023.

9 Risk Strategy

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

The Chief Operating Officer explained the changes in risk reported.

The Board's discussion is minuted confidentially.

The Board:

- **REVIEWED** the risk strategy and reporting proposals for 2023 and **APPROVED** the approach taken to risk and the associated registers.

10 Final Strategic Plan and Business as Usual Plans for 2023

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

The Chief Operating Officer introduced the paper and asked that the paper be treated as read. She enquired whether there were any comments on the final drafts of the Strategy Plan and the Business as Usual Plans for 2023.

The Board:

- **APPROVED** the final draft strategy implementation plan and the final draft business as usual plan for 2023.

11 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 which provides an update on the work undertaken in the governance, policy, and legal directorate since the last Board meeting.

The Board's discussion is minuted confidentially.

The Board:

- **NOTED** the update and actions identified.

12 Board Self-evaluation methodology

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

The Director of Governance summarised the report which proposed a format and timeline for the Board's 2022 self-evaluation.

The Board's discussion is minuted confidentially.

The Board:

- **AGREED** the questions (subject to the amendments discussed), and the timeframe for the 2022 self-evaluation.

13 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 an update on the work of the Operations Directorate undertaken since the last meeting.

The Board's discussion is minuted confidentially.

The Board:

- **NOTED** the report, in particular the section on AML work and the possible changes to the AML supervisory regime.

14 Annual Cycle of Business

The Chair introduced the Annual Cycle of Business 2023 which the Board **NOTED**.

15 Any Other Business

The Board **AGREED** to renewal of a contract, the details of which are commercially confidential.

The Chair confirmed this was Andrew Donovan's last meeting as Special Adviser. The Board was hugely grateful to him for agreeing to come back and for his advice during the course of the year. Undoubtedly he would be missed. Andrew Donovan said that he really appreciated those comments. He thanked the Executive Team and the Chair for their support.

There was a Board catch up on 6 December 2022.

There was no other business.

**Jonathan Rees
Chair of the Board**