

Minutes of CILEX Annual General Meeting Held at 1.30pm on 19 July 2022 – Live Online Event

Members:

Chris Bones	CILEX Chair
Doris Olulode	CILEX Board member & Chair of Audit & Risk Committee
Matthew Huggett	Incoming President & Chair of Professional Board
Jamie Radford	CILEX Board member
Jagjit Dosanjh-Elton	CILEX Board member
Stephen Lee	CILEX Board member, Chair of CILEX Education Board (CLS) & Chair of External Relations Committee
Gus MacIver	CILEX Board member & Chair of Finance & GP Committee (F&GPC)
Sukhjit Grewal	CILEX Board member
Caroline Jepson	Outgoing President & CILEX Board member
Craig Tickner	CILEX Board member & Past President 2020-21
Matthew Foster	Chair of CILEX Companions & Past President 2019-20
Emma Davies	Incoming Vice President

Executive attendees:

Linda Ford	Chief Executive Officer (CEO)
Stella Atherstone	Chief Finance Officer (CFO)

Invited Guests:

Tom Brain	Haysmacintyre Auditors
HMH Marc Dight	Chair of CILEX Charitable Foundation
Phil Sherwood	Chair of Appointment & Scrutiny Committee

Item 1 Welcome and Address by the Chair – Professor Chris Bones

The Chair formally opened the Annual General Meeting of the Chartered Institute of Legal Executives and welcomed all members present.

He advised on how proceedings including voting would operate being a virtual meeting. Clarifying that as the minutes are a matter of public record members should ensure, when posting questions or comments in the chat function that they bear this in mind. Moderation will be applied to remove any content which uses inappropriate. Members were requested to write succinctly to allow inclusion of as many questions as possible within the time available.

The Chair noted all members had been sent a link to the minutes of the last AGM and the 2021 Annual Report and Accounts. Questions on these documents will be taken at the end of the session when members have heard all the verbal reports and voted on the minutes and the annual report and accounts. Only Fellows are eligible to vote and will have received a voting link as part of registration.

The Chair explained that in compliance with the LSB's Internal Governance Rules which govern CILEX's role as representative body and approved regulator, CILEX will not address questions that refer to current regulatory arrangements for individuals or entities or decisions or actions taken by the regulator. These must be taken up directly with the CRL.

The Chair invited attendees to take a moment to reflect on those members who have passed away in the last year:

- Nichola Poole, Fellow;
- Denise Deakin, Fellow;
- Simon Lissner, Fellow
- Charles Annan, Fellow
- Joh Olsson, Fellow
- Jeno Nesselfield, Associate.

A minute of silence was observed to remember them.

Item 2 Address by Mark Fenhalls QC, Chair of Bar Council

The Chair of the Bar addressed CILEX members highlighting the positive working relationship between the two organisations and their respective members. He spoke of the challenges facing the legal sector and in the delivery of services, calling for continued collaboration and government action.

Expressing support for the work CILEX is doing to remove barriers for its members to progress their careers, including the ability to apply for judicial appointment he highlighted the importance in improving social mobility and diversity in the sector.

CILEX Chair Professor Bones, thanks the Chair of the Bar for his address and the positive relationship developed during his time in office.

INAUGURATION CEREMONY

Item 3 Chair Introduction recognising the contribution of the outgoing President

Professor Bones paid tribute to retiring President, Caroline Jepson. Recognising her achievements during her presidential year, he commended Caroline for her leadership of the Professional Board through the launch of the new CILEX Professional Qualification and in driving a focus on improving membership engagement and communication which has resulted in the appointment of a new Membership Head for the institute and the launch of a series of membership engagement meetings around the country that will launch in the autumn.

Utilising the results from last years membership survey Caroline engaged government, regulators and others highlighting the cultural issues in the legal services sector and to start to build a compelling case for change that we will be taking to employers over the next 12 months.

Members noted that Caroline will continue to support this work as Past President and will continue to serve on the main CILEX Board for a further year.

Item 4 Presentation of Badges of Office

The new President and Vice President were invited to assume the badges of office.

Item 5 Address by CILEX President

The Chair welcomed Matthew Huggett as the 59th President of CILEX.

The President addressed members, sharing his own career journey and highlighting his priorities for his presidential term:

- To improve members standing in the legal community and with the public;
- To improve your working conditions – to try to change the legal profession so that 91% of CILEX members don't see it as an "old boys club" with outdated cultures and working conditions.
- To achieve an environment and a culture in the legal sector where more CILEX Lawyer become Partners, Judges and hold senior legal roles within government
- To restructure the Professional Board to include representation from student and Paralegal members and widen voting rights to give all CILEX members a voice.

Item 6 Address by CILEX Vice President

The Chair welcomed Emma Davies to the role of Vice President.

The Vice President gave her commitment to focus on member engagement, building member networks and supporting the development of a Women as Leaders programme.

ANNUAL GENERAL MEETING

Item 7 Minutes of 2021 AGM

The Chair asked the Fellow members eligible to vote on the motion to accept the Minutes of the AGM meeting held on 22 July 2021 using the online voting system.

RESULT: 89% voted for the minutes
0% against
11% abstained.

On the basis on this resolution the 2021 minutes were approved as a true and accurate record.

Item 8 Chair 2021 Report

The Chair highlighted the major achievements of 2021 which saw the conclusion of the Board's first three-year strategy period and the development of a framework which defines CILEX's strategic goals for the period 2022 – 2024. Our 2019-2021 strategy laid out five key goals:

- Transformation of our qualification, in particular, to remove the 2-stage requirement to qualify as a lawyer
- Transformation of our broader educational offer to encompass a higher education route to qualification, the development of new qualifications that met future needs (e.g., in legal technology) and to support member personal and career development
- Support current CLEs without practice rights to gain these through a reformed approach that better suited their working lives
- To change the under-funding of CILEX apprenticeships and align them to the new qualification
- To address and find solutions to the remaining legal and regulatory barriers that constrain CILEX Lawyers from playing a full role in the justice system.

In 2021 CILEX made significant progress against all of these goals, having:

- launched a unified professional qualification, the CILEX Professional Qualification (CPQ), that delivers authorised specialist lawyers at point of award. From the beginning of 2022 people enrolling for CPQ can now achieve authorised practitioner status without facing any additional hurdles.
- initiated work on a qualification in legal technology having held discussions with the Employer Group to ensure alignment to any new Apprenticeship Standard.
- gained agreement from our regulator, CILEX Regulation Limited (CRL), for a revised approach to the awarding of Practice Rights and launched a pilot programme to test this
- initiated discussions with the Institute for Apprenticeships and ESFA with the aim of resolving the funding disparity for legal Apprenticeships and to align the Paralegal and CLE Apprenticeship standards to the stages of our new CPQ
- persuaded government and other key stakeholders to address long standing barriers to full participation through a programme of legislative and policy reforms.

The Chair stressed that the approval of the CPQ marks the moment where CILEX can clearly and unequivocally state that those who achieve their full CPQ qualification are fully equal with other legal practitioners, specialist or generalist. Highlighting what a monumental achievement, having been in development since 2018, CILEX has invested £1.2m in product development, market research, material development, systems and sales and marketing. The project touched just about every part of the organisation and required a significant amount of interaction with regulators in both legal services and education.

Professor Bones also highlighted the significant time spent on public affairs activity, through meetings with government ministers, opposition spokespeople and other interested parliamentarians CILEX has made further progress in removing the final barriers to our members participating fully in the justice system, including:

- Enabling CILEX Advocates to apply to be Crown Prosecutors and not be limited to Associate Prosecutor roles unless they cross qualify to become solicitors.
- Granting of higher rights of audience to CILEX Lawyers
- Permitting direct applications to higher tier tribunal positions in the judiciary
- Ability to certify copies of Powers of Attorney with the tabling of a Bill which is due to get to parliament at the end of the year; and
- Access to Duty Solicitor roles which was a key recommendation following the Bellamy Review on Criminal Legal Aid.

Highlighting the CILEX response to the murder of George Floyd and the resultant 'Black Lives Matter' movement, the Chair outlined the following interventions:

- The CILEX Foundation launched a scholarship programme aimed specifically at those who are excluded in some way or disadvantaged such that they would find it difficult to become a professional without support.
- The CILEX Board agreed to fund the foundation further to support both this programme and a wide range of scholarships and bursaries to study at CLS through allocating 5% of our revenue from sales of the CPQ every year.
- The CILEX Board also launched an annual survey of the experience of our members at work.

He explained the member voice has helped create a strategic framework for the next three years focused on:

- Make Justice Better – complete the progress made on removing the final barriers to full participation in the justice system and continue to support more CILEX members into the judiciary, partnership and other leading roles
- Make Work Better – challenge the employment experience of our members and look to improve the treatment not just of the membership as a whole, but specifically for those from diverse backgrounds to ensure we root out bias and discrimination wherever it exists
- Make Ourselves Better – improve the membership offer and experience; support the acquisition of practice rights and (when agreed) higher rights by our members; support personal and career development
- Proud of CILEX – establish the CILEX route into the law as a strong and credible alternative to the traditional routes in the minds of students and parents; enhance consumer understanding of specialist lawyers; give every member a voice in CILEX, not just Fellows

He commended the results to the membership and thanked CEO Linda Ford, her executive team and all CILEX employees for their hard work and dedication in achieving such progress despite the challenging of the pandemic and remote working.

Item 9 Chief Executive 2021 Report

CEO, Linda Ford reported on operational performance for the year end 31 December 2021. She highlighted key achievements including

- Launch of all three stages of new CPQ qualification: Foundation, Advanced & Professional with aligned membership grades.
- 325 Foundation stage graduates achieving paralegal status
- First CPQ examinations with pass rate of 61% & no significant difference between the performance of male or female candidates or those from minority ethnic backgrounds compared to white candidates
- Award of 20 fully funded CPQ scholarships plus a range of bursaries for part funding of other qualifications and CPD
- Launch of the first member survey focused on workplace culture and barriers to career progression
- Increased placed on the Judicial Development Programme
- Introduction of new Apprenticeship and T Level education routes

The CEO introduced two new executive members: CFO Stella Atherstone and Director of Education David Cameron.

She highlighted the activity of the operational teams handling over 30,000 calls and 11,500 social media messages. The education team supporting 5921 learners, 654 apprentices and delivering 6545 online exams. The policy team in responding to dozens of consultations and engaged with 1891 members through our Special Reference Groups.

In summary, 2021 was a year in which CILEX was able to realise the investment made in our education provision, the benefits of our simplified organisational structure, our digital infrastructure and our enhanced public affairs capabilities.

The CEO thanked her staff team for their commitment to deliver our strategy whilst maintaining core business operations is evident through their adoption of new ways of working following the pandemic.

She confirmed the strategic plan has already started to deliver positive changes to the standing of and career opportunities open to CILEX members and welcomed developments in 2022 that will bring further opportunity to maintain this momentum and apply increased focus on our priorities.

Item 10 Chief Financial Officer 2021 Financial Performance

The Chief Finance Officer (CFO) provided an overview of the financial position.

Item 11 External Auditor Report of 2021 Financial Statements

Tom Brain of Haysmacintyre (CILEX Auditors), was invited to join the meeting and he confirmed Haysmacintyre had carried out the audit which was signed off by the Financial & General Purposes and Audit and Risk Committees. The audit findings and accounts were duly approved by the CILEX Board on 4 May 2022.

He summarised the findings of the audit of the 2021 accounts and confirmed CILEX's continued status as a 'going concern'.

Item 12 Member questions

The Chair opened the floor for questions. Questions were raised in respect of the law school, practice rights, financial performance and the future of branches, these together with the answers will be published on the CILEX website.

Item 13 Resolution: Members to Approve the 2021 Financial Statements

The Chair asked eligible Fellows to vote to adopt the 2021 Annual Report and Accounts using the online voting system.

RESULT: 73% voted to approve the 2021 Report and Accounts
 0% against
 27% abstained

Item 14 Chairs Closing Remarks

The Chair thanked the staff team for organising and co-ordinating the AGM and members for their participation.

Before bringing the meeting to a close the Chair made a formal announcement notifying members of decisions taken at the CILEX Board that morning by way of an update following CILEX's announcement on 12 July 2022 concerning the regulation of CILEX members:

"Following our email to you on 12 July, I can confirm that the CILEX Board has now received the independent report produced by Chris Kenny, former CEO of the Legal Services Board (LSB) in which he considers the evidence and analysis underpinning the case for change as a basis for CILEX to move forward with a review of its delegation arrangements.

This morning, the CILEX Board met to reconsider the Case for Change, together with the report provided by Mr Kenny and had the opportunity to ask him questions regarding his findings.

The report concludes that a review is justified and his full report, together with a statement summarising his findings will this afternoon be published on the CILEX website.

The CILEX Board, on the basis of its reconsideration of the case for change, together with the assurance provided by Mr Kenny's review, has today made the decision to initiate formal talks with the SRA to explore the feasibility of an alternative model of delegated regulation for CILEX members, and we have written to the SRA to begin this process.

We have also notified the LSB of the outcomes of the independent review by Chris Kenny and our decision, supported by his conclusions, in exercising our duty as an Approved Regulator under Section 28 of the Legal Services Act and in line with Rules 22 and 23 of

the LSB's Internal Governance Rules to explore the SRA as an alternative delegation arrangement.

Full details of this decision, together with our rationale are contained in a letter that all CILEX members will be receiving by email this afternoon. We have also published a dedicated page on our website to explain in more detail why we are exploring a potential change to our regulatory model. Here you will find the Case for Change document explaining our full rationale, the independent report produced by Chris Kenny and a detailed FAQs document. We urge you to read these.

We can assure you that in considering any change to the model of regulation for our members, the distinct identity of CILEX Lawyers, CILEX Paralegals and CILEX Advanced Paralegals will be preserved, as will the CILEX route to qualification. Your professional title will remain protected and CILEX will continue to be your professional body.

As our discussions with the SRA progress, we will keep you updated via direct email communication, your weekly member newsletter, CILEX Journal and the dedicated web page mentioned above. The website will be the place where we will have the most up-to information for you, including details of opportunities to participate in live discussion groups with members of the Board and our Chair and President roadshows, so do keep checking it.

In the meantime, the current regulatory arrangements remain in place and all members should continue to interact with CRL as normal."

Members were advised to visit the CILEX website www.cilex.org/regulation for access to FAQs and the Chris Kenny report. Questions should be sent by email to approvedregulator@cilex.org.uk

3PM MEETING CLOSED