

MINUTES

CILEX Annual General Meeting

Tuesday 16 July 2024, By Zoom

Item 1 Welcome and Address by the Chair

- 1.1 The Chair of the Chartered Institute of Legal Executives (CILEX or ‘the Institute’) formally opened and welcomed all members and guests to the CILEX Annual General meeting (AGM).
- 1.2 The purposes and aims of the Institute were outlined.
- 1.3 The inaugurations section of the meeting was opened.
- 1.4 Tribute was paid to the demitting CILEX President, noting her particular achievements and the positive management of unwarranted challenges.
- 1.5 The demitting CILEX President delivered an address in response, highlighting recent progress and offering thanks for the support received during her Presidential year.
- 1.6 The incoming CILEX President was introduced and awarded the badge of office.
- 1.7 The new CILEX President reflected on past and future aspirations and summarised her approach as one of succession and ‘opportunities without barriers’.
- 1.8 The incoming CILEX Vice President was introduced and awarded the badge of office.
- 1.9 The new CILEX Vice President expressed her gratitude and her willingness to support progress towards greater social justice and access to justice.
- 1.10 Inaugurations were declared as completed and the Annual General Meeting (AGM) section of the meeting was opened.
- 1.11 The protocol for the virtual meeting was outlined and members were advised to submit questions using the link function on the joining screen. Responses to questions not answered during the meeting would be published later, on the CILEX website.

- 1.12 It was noted that, given the Legal Services Board's (LSB) internal governance rules which governed the CILEX's role as an approved regulator, there was a requirement to establish clear separation between the CILEX's activities as an awarding body and as a regulatory body. As such, members were not permitted to vote on any issues relating to regulatory changes or proposals being made by CILEX in its capacity as the approved regulator, cannot be answered as to do so would breach those rules (Legal Services Act 2007 and LSB rules), since this would breach those rules. However, there was a dedicated web page containing member consultation outcomes and updates and any questions on regulatory changes should be directed by email to: approvedregulator@CILEX.org.uk.
- 1.13 It was noted that, in relation to the CILEX AGM minutes from 4 October 2023 and the Annual Accounts from 2023, a CILEX Fellowship number was still required to vote.
- 1.14 Any issues or questions that were not addressed during the meeting could be addressed to: events@CILEX.org.uk. The minutes and accounts had been circulated previously and were also published online alongside the statutory notice of this meeting.
- 1.15 It was noted that the AGM was a public meeting, and the minutes would be a matter of public record.
- 1.16 It was confirmed that this would be the last AGM where voting would be restricted to Fellow-grade members only. Once King Charles IV had signed the order amending the CILEX Charter, all members would be eligible to cast a vote.
- 1.17 The meeting held a minute's silence in memory of those CILEX members who had sadly passed away since the previous AGM in October 2023:
- Mike Oliver (Fellow)
David Sharp (Fellow)
Paul Harris (Fellow)
Vandrell De Oliveira (Paralegal)
Ruth Ledger (Non-practising Fellow)
Susan Platts (Fellow)
- 1.18 Tributes were offered to all deceased members and condolences shared for the loss to their families and friends.

Item 2 Minutes of the CILEX AGM 2023

- 2.1 The minutes of the previous AGM held on 4 October 2023 were published alongside the meeting agenda. No corrections had been submitted to the Chair in advance.

A Chair proposed the motion to accept the Minutes of the CILEX AGM held on 4 October 2023 and asked all eligible voting members to cast their vote via the link available on their screens. The motion was proposed by the CILEX immediate Past President and seconded by the CILEX President.

- 2.2 The motion was passed with no amendments with the following breakdown:

FOR:	77%
AGAINST:	15%
ABSTAINED:	8%

Item 3 Chair's Report

- 3.1 The Chair noted that this would be his final AGM as Chair and, reflecting on the range of achievements during his tenure, he paid tributes to founding CILEX Board colleagues and subsequent stewards of the Institute.
- 3.2 The improved stability of the Institute alongside key reforms was noted, while having continued to champion the public interest duty.
- 3.3 The Chair-designate was introduced and her career summarised. It was confirmed that she would commence substantively in January 2025.

Item 4 Chief Executive's Report – 2023

- 4.4 The Chief Executive Officer (CEO) was invited to deliver the report.
- 4.5 The Chief Executive noted that this was his first report in the role, and detailed significant progress across a number of key areas.
- 4.6 The acquisition of the Institute of Paralegals was highlighted and the establishment of an experience route into the law for the first time.
- 4.7 It was noted that formal acceptance of proposals for change had been accepted at Special General Meetings and that the CILEX Law School (CLS) had performed strongly in comparison with other providers.

- 4.8 Policy and reforms had been developed and implemented to meet professional and the public need for clarity of understanding. This had included constructive collaborations with key stakeholders.
- 4.9 Strategy development for the coming three years was in development to align with professional objectives.
- 4.10 All colleagues were thanked for their ongoing contributions and support.

Item 5 CILEX Financial Report and Annual Accounts 2023

- 5.1 The Chief Financial Officer (CFO) was introduced and invited to deliver the Annual Accounts.
- 5.2 It was noted that Annual Accounts had been published alongside the notice for the Annual General Meeting.
- 5.3 An overview of performance for 2023 was delivered. A summary of the improvement in position between 2022 and 2023, and the significant overall reduction in deficit resulting from prudent financial management and investment recovery, was given.
- 5.4 It was noted that a growth agenda had been adopted. An outline of areas where expansion should be anticipated was given, with the caveat that some transition impact where new programmes of work were being introduced, should be expected. However, cost reductions had been achieved through discipline, restructuring and in-sourcing, as well as through investment gains.
- 5.5 The valuation of the former CILEX offices meant it was now an asset for resale, which was expected to be complete by the end of 2024.
- 5.6 It was anticipated that CILEX would be returned to surplus through growth built on expected statutory changes and increases in membership and that reserves would be built in the future. The portfolio value at the end of 2022 had been £4.4m.
- 5.7 Mercer & Hole Auditors were introduced, who commented that the audit was complete and there were no outstanding or unadjusted issues to highlight.
- 5.8 CILEX Fellows were invited to vote to adopt the Annual Accounts for 2023.
- 5.9 The motion was passed with the following breakdown:
 - FOR: 87%
 - AGAINST: 7%

ABSTAINED: 7%

Item 6 Appointment of Auditors

- 6.1 It was noted that Mercer & Hole had been appointed for a further year.

Item 7 Announcement of New Board Members

- 7.1 New non-executive directors were introduced, and career summaries were shared. Future areas of focus for each new member and committee chair responsibilities were outlined.
- 7.2 It was noted that information about new non-executive directors would be published on the CILEX website and in the next CILEX journal edition.
- 7.3 Tributes were paid to retiring non-executive directors. Their positive input and impact were summarised, and both were thanked for their dedication.
- 7.4 The addition of six new fellows to the Professional Board was noted and welcomed.

Item 8 Any other resolutions relating to AGM business and Member Questions

- 8.1 The floor was opened for member questions relating to the Annual Report and Annual Accounts.
- 8.2 It was noted that no questions had been raised.

Item 9 Closing remarks

- 9.1 Thanks were offered to the CEO, Registrar and CFO.
- 9.2 It was noted that if there were any late questions, these should be submitted via: events@cilex.org.uk and answers would be published on the CILEX website.
- 9.3 The Annual General Meeting was declared closed.