MINUTES
CILEX Annual General Meeting
Wednesday 16 July 2025, via MS Teams

Item 1 **AGM opening and welcome**

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 role of the CILEX Board was outlined, alongside the overarching purposes and aims of the Institute.

1.3 The role of CILEX President was summarised and the inaugurations section of the meeting was opened.

1.4 The running order and time allowed for the meeting was summarised.

1.5 Tribute was paid to the demitting CILEX President, noting her particular achievements on behalf of both the Institute and the profession.

1.6 The demitting CILEX President delivered an address in response, highlighting collegiate expertise as a key element in achieving recent milestones. Thanks were offered for the support provided to her during her Presidential year.

1.7 The incoming CILEX President was introduced and awarded the badge of office.

1.8 The new CILEX President reflected on past and future aspirations and summarised her approach as one of commitment to equity and social mobility based on merit.

1.9 The incoming CILEX Vice President was introduced and awarded the badge of office.

1.10 The new CILEX Vice President expressed her gratitude and her willingness to support progress towards greater opportunity and access to the law and legal careers for members of diverse communities.

1.11 Inaugurations were declared as completed and congratulations to the new office holders were extended.

1.12 The Annual General Meeting (AGM) section of the meeting was opened. All those attending were welcomed and reminded that as the meeting was being held in public, all comments would form part of the public record.

1.13 The protocol for the virtual meeting was outlined and members were advised to submit questions for moderation. Channels for submission were either using the question and answer function on the joining screen or via email: events@cilex.org.uk . Responses to eligible questions not answered during the meeting would be published later on the CILEX website.

1.14 The meeting noted sincere condolences and held a minute's silence in memory of those CILEX members who had sadly passed away since the previous AGM in July 2024:

Bridget Smith	Raavi Sangha
Craig Haynes	Roy Hayman
Georgina Brown	Serena Clark
Katie Willis	Patricia Tuck
Lesley Price	Nicholas Hanning
Mark Cummings	Meriet Watts

Item 2 Minutes of the CILEX AGM 2023

2.1 It was noted that, following adoption of the revised Charter granted by His Majesty the King in May 2025, all CILEX members were now eligible to cast their vote in relation to proposed resolutions.

2.2 Attention was drawn to the statutory notice of AGM, minutes of the AGM 2024 and CILEX Annual Report and Accounts which had been shared in advance of the meeting. No corrections had been submitted to the chair in advance.

2.3 Members were invited to consider the resolution to approve the CILEX AGM minutes 2024 and cast their vote for, against or to abstain from the resolution.

2.4 The motion was passed with no amendments with the following breakdown:

FOR:	73% (with additional, informal approvals recorded in comments)
AGAINST:	15%
ABSTAINED:	12%

Item 3 Chair's report

3.1 The Chair noted that this would be her first AGM as Chair and paid tribute to those who had stewarded the Institute to enable continuing responsiveness to new professional and market demands.

3.2 The improved stability and visibility of the Institute alongside progress towards enhanced professional development and parity were key areas of emphasis. Continued championship of CILEX's public interest duty was highlighted.

3.3 Aspirations for future developments and growth that would continue to increase CILEX's value and influence were summarised in the light of a forthcoming Chief Executive Officer (CEO) transition period.

3.4 Thanks were extended to the present CEO for his leadership and guidance during his tenure, and a new, substantive CEO appointment was announced.

Item 4 Chief Executive's Report – 2023

4.4 The CEO was invited to deliver the report.

4.5 The CEO noted significant focus across a number of key areas had addressed previous commercial challenges.

4.6 The establishment of a revised model of operation had ensured that appropriately skilled resource was now in place to guide the Institute forwards and provide positive future rewards.

4.7 It was noted that membership retention levels had remained steady and measures for improvements were in place, including the extension of existing member engagement opportunities and the creation of new online communities.

4.8 The impact on career pathways that were likely to be felt following the signing of CILEX's revised Charter by His Majesty the King in May 2025, were summarised and welcomed.

4.9 The appointment of a new Dean of the CILEX Law School in 2024 was noted, alongside effective changes to teaching and staffing models which had contributed to its improved OFSTED rating. New programmes of study and further development of learning delivery partnerships were highlighted.

4.10 The CILEX Awarding Body was commended for supporting equity and quality of access for its candidates, as well as strong pass rates.

4.9 Significant policy and Specialist Reference Group participation work had continued to contribute to the profile of the Institute and assist in public policy direction. Consultation responses and engagement updates had tripled since 2023, and key policy commitments secured from government were noted.

4.10 The legacy of the previous chair was noted and leadership changes at board and executive level were summarised.

4.10 All colleagues were thanked for their ongoing contributions and support, and good wishes were extended to the new CEO.

Item 5 CILEX Financial Report and Annual Accounts 2024

5.1 The interim CEO (iCEO) was introduced in the absence of the CFO, 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 2024 was delivered, including a summary of the changes in financial position between 2023 and 2024, and the external factors influencing the deficit recorded.

5.4 It was reported that key strategic decisions and a growth agenda would position the Institute for future financial resilience. Efficiencies had ensured stable operating costs, and although expenditure related to the exploration of regulatory reform had been notable, 2024 had been a year of calculated investment and transformation.

5.5 CILEX's auditors, Mercer & Hole, confirmed that the annual audit was complete and that there were no outstanding or unadjusted issues to highlight.

5.8 CILEX members were invited to vote to adopt the Annual Report and Accounts for 2024.

5.9 The motion was passed with the following breakdown:

FOR: 83% (with additional, informal approvals recorded in comments)
AGAINST: 1%
ABSTAINED: 16%

Item 6 **Appointment of new Board members**

6.1 It was noted that no new Board members had been appointed since the previous AGM.

Item 7 **Appointment of Auditors**

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

Item 7 **Resolutions submitted in advance**

7.1 It was noted that no resolutions had been submitted in advance.

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

8.1 The floor was opened for member questions relating to the CILEX Annual Report and Annual Accounts and the online facility for raising questions was highlighted.

8.2 A question relating to Chartered Paralegal post-nominals was addressed.

Item 9 **Closing remarks**

9.1 Thanks were offered to all those attending.

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.