

CILEX Professional Panel & SRG Adviser Role Policy

Introduction

1. Professional Panel members (“Panellists”) and Specialist Reference Group Advisers (“Advisers”) are voluntary positions which CILEX Members may undertake. Panellists and Advisers will work with the CILEX Policy Department on an ongoing basis on matters relating to policy and public affairs.
2. This policy is the overarching document for Panellists / Advisers, and supersedes any other documentation provided by CILEX Policy to individuals (e.g. induction handbooks) except for CILEX HR Documentation, other formal CILEX Policies, the CILEX Royal Charter, the Internal Governance Rules as set by the LSB, and any law applicable to either a part, or the whole, of the United Kingdom, or law to which CILEX is bound.

Requirements

3. Panellists and Advisers are drawn from members of CILEX. This includes student members, and those who were incorporated into CILEX through the acquisition of the Institute of Paralegals. Members who cease to be members of CILEX also cease to be Panellists / Advisers.
4. As such, Panellists and Advisers are therefore expected to support CILEX’s agreed policy positions, and related messaging, and not publicly criticise, undermine or contradict CILEX’s corporate stance on any matter. This is not intended to inhibit free discussion within the forums of the SRGs and Panel where different perspectives are encouraged and welcome. If, at any point, this creates an issue for any Panellist or Adviser, they should discuss with the Policy Team as soon as possible to find a mutually comfortable solution.

Recruitment

5. CILEX Policy will recruit for the **Professional Panel**: a) When the total number of individuals on the panel falls below 30, and b) on an annual basis. Details of the recruitment timeline for each annual recruitment period changes regularly owing to departmental availability. There is no maximum number of Panellists.
6. CILEX Policy will recruit for **SRG Advisers** on a rolling basis for some SRGs. Advisers will only be recruited for a specific SRG where the threshold of interest is reached (e.g. at least 5 applications for a specific SRG) or there is a business need (e.g. where there are insufficient members to traditionally assist, but there is a commercial need for policy support such as for technological matters). There is no maximum number of Advisers (either total or for each SRG).
7. Panellist and Adviser applicants should complete the relevant Microsoft Form available from CILEX Policy. Applications will then be reviewed against the following criteria:
 - a) Availability of members to attend internal meetings and external meetings, and assist with policy and public affairs queries;
 - b) Skills and experience to assist with the formulation of CILEX policy and public affairs positions; and
 - c) Desire to contribute to CILEX, and its mission.
8. CILEX Members cannot become both Panellists and Advisers. Members wishing to change from one role to another, should make this clear to the CILEX Policy team via email.
9. Panellist and Adviser applicants will not usually be invited to interview. Interviews may however be requested by the CILEX Policy team an application cannot be fairly decided without further questions being answered.

10. Where a Panellist applicant demonstrates a suitable ability to contribute better as an Adviser, they may also be considered for the role of Adviser.
11. Applicants will be advised of the outcome of their application via email. Rejected applicants may appeal to the Director of Policy & Public Affairs. Appeals will only be granted on the basis of procedural irregularity and are not an opportunity to attempt a second application or to further argue the merits of their original application.

Review

12. Successful applicants for the role of Adviser or Panellist are initially recruited for a 6-month review period. After the 6-month period, CILEX Policy will check in with individual Panellists / Advisers and confirm whether there is mutual agreement to whether the individual continues in their role, or not.
13. After this initial review, reviews will follow on an annual basis from the date of the first review. Both CILEX Policy and the Panellist / Adviser may request additional reviews, where this is desired.

Removal / Resignation

14. Acting in the role of a Panellist / Adviser only continues through the joint agreement of both CILEX Policy and the individual Adviser / Panellist. As such, the Adviser / Panellist may resign at any time with no notice (given the voluntary nature of the position). Additionally, CILEX Policy may unilaterally remove a Panellist / Adviser where CILEX Policy consider this to be desirable.
15. Once removed / resigned, the individual is requested to remove their title as either a Panellist or Adviser from their social media accounts and any other media. They are also requested to delete any confidential information which has

been provided to them in order to complete their role. CILEX will also seek to remove them from the CILEX Website (if they have been added) and to remove them from any relevant mailing lists.

Remuneration & Expenses

16. Owing to the voluntary nature of the role, there is no salary or other remuneration for being a Panellist or an Adviser.

17. Reasonable expenses will be provided to Panellists / Advisers, where these are agreed in advance of the purchase and where CILEX considers them to be: a) necessary to reasonably assist CILEX in a specific role, function or meeting, and b) that the expense incurred is reasonable and has not been exaggerated. Examples of reasonable expenses include second-class rail fare to a meeting requested by CILEX. Subsistence will not be provided except in extraordinary circumstances. All expenses requests need to be approved by the Director of Policy & Public Affairs.

Confidentiality

18. Members both during and after their role of Adviser / Panellist will strictly observe confidentiality relating to CILEX and will not divulge or reveal commercially sensitive data regarding CILEX.

Privacy

19. CILEX takes the privacy and the rights of Personal Data extremely seriously and they are committed to protecting the privacy of all Personal Data obtained about individuals. Data is held in compliance with the UK Data Protection Legislation and other applicable Data Privacy Laws. CILEX are committed to protecting the privacy of all Personal Data obtained about individuals through, but not limited to, personal contact, email enquiries, newsletter sign up forms, event



registrations and membership forms. Data will be collected and used only for the purposes for which it was originally submitted or in accordance with your preferences.

20. The full data privacy notice can be found here: [Privacy Notice \(cilex.org.uk\)](https://cilex.org.uk/privacy-notice). The full privacy statement can be found here: [CILEX Privacy Statement](https://cilex.org.uk/privacy-statement). Where copies of the notice and/or statement are not accessible via the link, please contact CILEX and a copy will be provided.

Dated: 31 / 07 / 2024