

# Minutes for CILEX Annual General Meeting Held on Wednesday 4<sup>th</sup> October 2023 virtually

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

- 1.1 The Chair (Professor Chris Bones), formally opened and welcomed all members and guests to the CILEX Annual General meeting (AGM) for the Chartered Institute of Legal Executives (CILEX).
- 1.2 The Chair explained the protocol for the virtual meeting and advised members to submit questions, using the Q & A function. Questions not answered during the meeting, would be later published on the website with answers. In compliance with the Legal Services Board's (LSB) internal governance rules which govern our role as an approved regulator and establish a requirement for separation from our activities as a representative body, questions in relation to the current regulatory arrangements or proposals being made by CILEX acting as the approved regulator, cannot be answered, due to the associated breaches (Legal Services Act 2007 and LSB rules).
- 1.3 The Chair also explained that Fellow members would be able to cast their vote to accept the Minutes of the AGM meeting held on 19 July 2022 and the 2022 Annual Report and Accounts later in the meeting using the voting button. The minutes and accounts had been circulated previously.
- 1.4 The Chair explained that the AGM was a public meeting and the minutes would be a matter of public record.
- 1.5 Any members eligible to vote had been sent the appropriate link prior to the meeting.
- 1.6 The Chair announced the very sad and unexpected passing of Past President and Board Secretary, Matt Foster and asked for a moments silence to focus on tributes to Matt and the following colleagues who had passed away since the last AGM:  
Lisa Sayers (Advanced Paralegal), Baljeet Kaur (Paralegal), Elizabeth Cook (Fellow), Amanda Marlow (Fellow), Elaine McEachron (Fellow), Wendy Wynne (Fellow), Suzanna Reed (Fellow).
- 1.7 Heartfelt tributes were paid to Matt Foster by the Chair; Past President (Fran Edwards); and Past President (Phil Sherwood).

## Item 2 Minutes of 2022 AGM

2.1 The Chair asked the Fellow members to vote via the link on the motion to accept the Minutes of the AGM meeting held on 19 July 2022. The motion was proposed by the CILEX Past President (Matthew Huggett) and seconded by the CILEX President (Emma Davies).

RESULT: 53% voted for the minutes  
5% against  
42% abstained.

2.2 The motion was passed.

### **Item 3 Chief Executive 2022 Report**

3.1 Chief Executive Officer (Linda Ford) reported that pages 11-13 of the Annual Report highlight CILEX's achievements in 2022 and drew members attention to key areas of particular significance, as follows:

- Public Affairs lobbying and campaign work – secured cross-party commitment of members of the attorney act
- Heavily invested in CPQ routes – received ministerial approval
- In initiating review of regulation

3.2 Chief Operating Officer (Craig Hamer) shared an onscreen presentation providing an update on CILEX's key operational performance;

- CILEX Professional Qualification (CPQ) noted an incremental growth and improved progression rate across the qualification product
- Further growth opportunities in terms of Membership noted as moving towards offering an experienced route into the CILEX Paralegal member grade opens up membership to a large potential market
- Launch of new Paralegal and CILEX Lawyer Apprenticeships, addresses the key drop in education revenue over recent years. The newly launched apprenticeship standards come with increased funding, a significant signal from government of the parity with the solicitor apprenticeship.

### **Item 4 2022 Financial Report**

4.1 Chief Financial Officer (Mark Whitehouse) provided an overview of the financial position with an onscreen presentation highlighting the following:

- Challenging market due to economic headwinds –
  - Legacy/CPQ maturing following CPQ launch in 2021; deferred revenue recognition impacting on income statement
  - Apprenticeship activity fell as we waited for new standard to be established
  - Decrease in other income as previous partnerships around legacy concluded
- Delivery of strategic plan provides platform for growth
  - Membership – experience route into Paralegal
  - Legacy/CPQ maturity
  - Apprenticeships – new standard
  - Other income – new opportunities and partnerships

4.2 Strategic acquisition of Institute of Paralegals (IoP) and Professional Paralegal Register (PPR) in December 2022 strengthens membership and balance sheets. An offer had been received for the sale of Kempston Manor Estate and completion is anticipated to take place before the end of 2023.

4.3 CFO added that growth opportunities delivered through continued execution of strategic plan lead to financial sustainability.

4.4 CFO welcomed the Auditors, Mercer & Hole (Andy Turner) who joined to introduce the Accounts. The Auditor noted that good financial quality information was received from the team to complete the Audit. No areas of disagreement, material areas or significant control deficiencies to be noted.

4.5 The Chair asked the Fellows to vote to accept the 2022 Annual Report and Accounts.

RESULT:       42% voted to approve the 2020 Report and Accounts  
                  34% against  
                  24% abstained

59 votes were cast and the 2022 Annual Report and Accounts were accepted.

**Item 5       Any other resolutions relating to AGM agenda, submitted in advance**

5.1 There were no other resolutions relating to the AGM agenda submitted in advance.

**Item 6       Member questions**

8.1 The Chair opened the floor for questions. Several questions were raised, and would be together with the answers published on the CILEX website.

**Item 9       Closing remarks**

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

9.2 AGM closed.

**Professor Chris Bones**  
**CILEX Chair**