

**MINUTES OF THE COUNCIL MEETING HELD ON FRIDAY 19 MARCH 2010  
AT KEMPSTON MANOR, KEMPSTON, BEDFORD.**

**PRESENT:** Miss Judith Gordon-Nichols (President), Mr David McGrady (Vice-President), Miss Susan Silver (Deputy Vice-President), Miss G Birchnall, Mr M Bishop, Mr M Callan, Mr D Edwards, Mrs F Edwards, Mrs M French, Mr S Gowland, Mrs L Graham, Mr N Hanning, Mrs J Hughes, Mr K McCarthy, Mr M Reeves, Mr L Shaw and Mrs D Slow. **Action Points**

**IN ATTENDANCE:** Mrs D Burleigh (Chief Executive), Mrs S Bruty (Business Manager Journal), Mr J Burns (Head of Membership), Mr T Cole (Director of Group Finance & Resources), Ms H Daniels (ILEX Professional Standards Limited), Mrs A Hollyer (Head of Awards), Mrs D McDonald (Head of Communications & Marketing), Miss H Simpson (Head of Corporate Affairs), Mr I Watson (Chief Executive of ILEX Professional Standards Limited) and Miss D Harris.

**PRESENTATION GIVEN BY MR NICK SMITH ON OUTCOMES OF IT PROJECTS AND PLANNED PROJECTS FOR 2010/2011**

- 1 Mr Smith informed Council of some of the IT projects that have been completed: new membership grades; ILEX web services ie subscriptions on-line; launch of the IPS website and enhancements to the Fellows directory.
- 2 The Fellows directory now includes retired Fellows and the date Fellows were elected to Fellowship. In due course, the Fellows directory will be known as the Practitioners directory to allow for non-Fellows.
- 3 If a Fellow has been subject to disciplinary proceedings, a note to this effect will be found on their records. A direct link to the disciplinary records on the IPS website provides details of the charge. When the disciplinary charge expires, the note disappears.
- 4 As the Fellows directory works in 'real time', if a Fellow updates their details, it automatically updates the Fellows directory.
- 5 Work currently in progress includes enhancements to the MyILEX services to allow improved targeting of content and services to different grades of membership, and to provide services to non-

members. A service is also being developed to allow students to access their examination results on-line via MyILEX.

6 The projects for 2010 include: on-line membership registration; on-line examination registration and support for QCA/ULN's/DAS/CAB. The planned projects for 2011 include: centre accreditation administration support; e-mail newsletters and integrated services.

7 Mr Edwards asked if a Fellow's disciplinary record could be abused. Mr Smith replied that Fellows were made aware that their details will be published. All data is controlled and managed by IPS.

8 Council thanked Mr Smith for the presentation.

**ITEM 1 APOLOGIES FOR ABSENCE**

9 The following apologies were received:

Mr K Barrett – personal;  
Mrs R Palmer – annual leave;  
Mr R Ralph – hospital appointment;  
Mr N Inge – overseas on business;  
Mr J Westwood – annual leave.

10 On a proposal from the Chair, with 16 for, 0 against and 1 abstention, Council approved the apologies tendered.

11 The President informed the meeting that Mr McCarthy had asked if he could leave the meeting at 3.00 pm; the request was approved.

12 The President welcomed Miss Gillian Birchnall to Council and she was duly presented with her badge of office.

13 The President welcomed Ms Hilary Daniels' to Council, representing Mr Kershaw on behalf of IPS.

**ITEM 2 MINUTES OF THE COUNCIL MEETING HELD ON 23 JANUARY 2010**

14 On a proposal from Miss Silver, seconded by Mr Shaw, with 15 for, 0 against and 2 abstentions, Council approved the minutes of the Council meeting held on 23 January 2010.

**ITEM 3 PRESIDENT'S ANNOUNCEMENTS**

15 The President gave an oral update on her recent engagements. These included: Leicester & District Branch AGM; Bristol, Bath & Surrounds Branch AGM; Newcastle Branch AGM; Bournemouth Branch AGM; South Wales Branch AGM; attending the IPS Board Meeting; Liverpool Ball; Ministry of Justice Seminar and Reception; ILEX National Conference and the Shropshire & Mid-Wales Branch Spring meeting.

16 Mr Shaw asked the President if she would be attending the London Branch AGM. The President replied that she had already agreed to attend the Greater Manchester Branch AGM but she would be attending an April event of the London Branch.

**ITEM 4 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 23 JANUARY 2010**

**Item 6, Chief Executive's Report**

17 The Chief Executive informed Council that she had not had an opportunity to move this issue forward.

**Item 13, Fees for Non-Practising Members; Dual Qualified Members; and Those on Maternity/Paternity Leave**

18 The Chief Executive informed Council that this was rolling out and members were taking up the offer.

**Item 15, Branch Rules**

19 The Chief Executive informed Council that this had been completed.

**ITEM 5 CHIEF EXECUTIVE'S REPORT**

20 Council reviewed the Chief Executive's report annexed to the Agenda. The report was for monitoring and updated Council on issues that had been dealt with since the last Council meeting. These included: raising the profile of ILEX; paralegalism; staff requirements and other activities.

21 The Chief Executive informed Council that following on from the 'Fair Access to the Professions' report, a new project had been established; Gateways to the Profession. As part of this project, five separate sub-committees had been created and she had been invited to join the sub-committee on regulation and governance issues. This would benefit ILEX by allowing us to get our message across in a more cost effective manner.

22 Mr Bishop informed Council that he had attended a reception held by the National Association of Licensed Paralegals. He added that the reception was fairly well supported with literature available.

23 The Chief Executive informed Council that she had met with the College of Law, there were no further meetings planned but they had agreed to stay in touch.

24 The Chief Executive asked Council's permission to 'unfreeze' the fourth post in the Marketing and Communications Department. Currently, Mrs McDonald was struggling to provide all the services that ILEX needed. If Council agreed to the fourth post, this would be in addition to the recruitment of a Press Officer. Mr Callan strongly agreed and went on to add that he felt the department is underfunded.

25 On a proposal from Miss Silver, seconded by Mr Callan, with 17 for, 0 against and 0 abstentions, Council unanimously approved the 'unfreezing' of the fourth post in the Marketing and Communications Department. **Action Points**  
DB/DMcD

26 Ms Daniels stated that ILEX Professional Standards Ltd (IPS) should be informed of any information that may affect it such as the Gateways to the Profession project. The Chief Executive apologised and said that in future, she would ensure minutes are forwarded to IPS. DB

27 Mr McGrady commented that it was nice to see the membership figures increasing.

## **ITEM 6 DEPUTY VICE-PRESIDENT NOMINATIONS**

28 Council was referred to a paper annexed to the Agenda. The paper introduced the new process for the election of Deputy Vice-President and included the Manifestos for two Council members who wished to stand for election as Deputy Vice-President in July 2010.

29 The President thanked the two Council members for their professional conduct and for not canvassing support. The President informed Council that if they had any questions for the two Council members they should put the questions forward at this meeting and not directly to the Council member concerned. No questions were asked.

30 Mr Hanning said that it felt odd to be in this position but he felt that it was good that it was Council's decision. Mr Gowland said that it was non-confrontational and again, he felt that it was better that Council had a choice. Mr Shaw commented that he initially had reservations over the process but he feels it is more transparent and it is the way forward. Mr Hanning asked if he and Mr Gowland could vote. The President replied yes. The President said the result would be declared after lunch.

## **ITEM 7 ANNUAL ACCOUNTS**

31 Council was referred to the annual accounts annexed separately to the Agenda. The accounts presented were the audited accounts for the Institute of Legal Executives Ltd, ILEX Tutorial College Ltd, ILEX Professional Standards Ltd, the Institute of Legal Executives Group, the Benevolent Fund and the non-trading dormant companies: ILEX Publishing and Advertising Services Ltd, ILEX (Paralegal Training) Ltd, Legal Executive Training Ltd and ITS (Law Tutors) for the year 31 December 2009.

32 Accounts for the non-trading dormant companies had been presented and approved at their respective Board meetings prior to the Council meeting except for ILEX Publishing and Advertising Services Ltd who would be meeting shortly. Accounts for ILEX Professional Standards Ltd and for the ILEX Benevolent Fund Ltd had been approved by their respective boards at prior-date

meetings. Accounts for the ILEX Group and for the Institute of Legal Executives Ltd required adoption at the Council meeting.

33 Mr Cole took Council through the annual accounts and highlighted a few areas. Following a recasting of the 2007 accounts as a result of changes to the methodology applied in tax computations, the Corporation Tax for 2009 had been reduced to £3,000. The cash balances had increased by £659,000 due to payments being received earlier.

34 Mr McGrady asked if a year-end management letter had been received from the auditors. Mr Cole confirmed that it had and the Finance Portfolio Holder would mention this. Mr Hanning replied that only three issues needed to be addressed; none of these were significant.

35 On a proposal from Mr Hanning, seconded by Mr McGrady, Council unanimously approved the accounts of the Institute and of the Group as presented, and authorised the signature of these and of the associated documents.

TC

**ITEM 8 REPORT AND FINANCIAL STATEMENTS FOR ILEX**

36 Council was referred to a report annexed to the Agenda. The report and financial statements covered the month of January 2010.

37 Mr Cole informed Council that this was the first time that ILEX had been able to produce January accounts and this was due to a change in the software. He added that it was a good start to the year as the income and expenditure results were very close to budget.

38 The President queried the expenses incurred in the Education General Expenses for the New Level 6; no budget had been set aside. Mr Cole clarified that due to the change from the old to new qualification this was one of the areas where an inconsistency arises but that this would be rectified in the February accounts.

39 Mr Callan felt that the heating and lighting expenses were a lot higher than budget. Mr Cole confirmed that this was the only budget line that was seriously different from that budgeted. Currently, ITC had not been recharged for their share of the expenses; as soon as this had been done the variance would be very much lower. Due to the prolonged cold weather, usage had been higher than expected and energy providers had not reduced rates as predicted so expenditure would still be higher than budget, but would hopefully balance out during the year. Mr Callan noted that the income from International and Paralegal was down. Mr Cole said that this was always difficult to predict and again, this should balance itself out during the year. Mr Callan also noted that the Professional fees budget line was also higher than budgeted for. Mr Cole informed Council that the budget figure was based on an average run rate and he hoped that expenditure would not exceed budget over the course of the year.

40 Mr McGrady commented that no budget had been set aside for Temporary Staff and Agency fees. Mr Cole replied that very often, when members of staff leave the company, they were initially replaced with temporary staff. As can be seen by the Salaries budget line, the actual expense has reduced but the expenditure incurred in Temporary Staff and Agency fees, evens this out.

**ITEM 9 REPORT AND FINANCIAL STATEMENTS FOR ITC**

41 Council was referred to a report annexed to the Agenda. The report and financial statements covered the month of January 2010.

42 Mr Cole took Council through December's accounts. He informed Council that it was a good start to the year and it would be a similar picture for February. As the examination sittings have now changed, it may be that the financial patterns will change. Mrs Edwards asked if the budget line Revision Packs relates to printing. Mr Cole replied it was as it forms part of the overall package.

**ITEM 10 FINANCIAL STATEMENT FOR THE BENEVOLENT FUND**

43 Council was referred to a report annexed to the Agenda. The report and financial statement covered the month of January 2010.

44 The Chief Executive informed Council that the Trustees, through Miss Robertson, were encouraging students to apply appropriately for assistance.

**ITEM 11 REPORT FROM FINANCE PORTFOLIO HOLDER – CONFIDENTIAL**

45 This was a confidential item.

**ITEM 12 REPORT ON LEGAL SERVICES REFORMS – UPDATE**

46 Council was referred to a paper annexed to the Agenda. The paper updated Council on developments since the last Council meeting held on 23 January 2010.

47 The Chief Executive informed Council that the Internal Governance Rules and Practising Certificate Fee Rules were on target to be signed off by the end of April. The Legal Services Board (LSB) is not seeking a huge amount of detail on the proposed Practising Certificate Fee. However, they would like ILEX to notify Fellows in advance of the fee to seek their reaction.

48 The Chief Executive informed Council that until the LSB hears from other regulatory bodies they are unable to confirm when the payment will be requested.

**PRESENTATION GIVEN BY ITC ON THE NEW LEVEL 3 AND LEVEL 6 QUALIFICATIONS**

**Action Points**

49 Mrs Pelling provided Council with a copy of the presentation and duly delivered the presentation.

**ITEM 13 ILEX/IPS SERVICE LEVEL AGREEMENTS**

50 Council was referred to a paper annexed to the Agenda. The paper asked Council to consider the Service Level Agreements between ILEX and IPS which is attached at Annexe 1 and agree to it, subject to any amendments it thinks necessary. Council was asked to authorise the President to sign the Agreement on behalf of ILEX.

51 Mr Watson informed Council that arrangements need to be put in place to ensure that IPS has sufficient resources to carry out its regulatory functions; this is a requirement of the Internal Governance Rules adopted by the LSB. He added that the agreement is likely to change.

52 Mr Callan was concerned that we were entering into a contractual relationship and asked if there was any flexibility if some specific elements were missed. Miss Simpson replied that these were 'markers in the sand' and it will be monitored. As Mr Watson mentioned, changes may be needed. Ms Daniels replied that she had been involved in quite a few agreements and producing the initial agreement was always difficult. Mr Hanning commented that 7.1 of the agreement does answer this question.

53 Mr Bishop asked what would be classed as a minor variation and would anything come back to Council. Mr Watson replied anything of an operational nature would be classed as a minor variation and if the President felt uncomfortable with a variation, it would be put before Council.

54 Ms Daniels commented that there may be reasons to go to individual Boards (3.1) for example if IPS requested an ILEX department to do something outside the scope of the Service Level Agreement. It is an ongoing agreement and it will be re-negotiated on an annual basis. If ILEX wished to terminate the agreement, a period would need to be given to allow IPS to put new procedures in place. The Chief Executive felt that on a day-to-day basis, the agreements covered things that ILEX did any way.

55 Mr Callan wondered whether there should be agreements in place for ITC and across the Group. The Chief Executive replied that there is consistency and this does not need to be put in to a formal agreement.

56 On a proposal from Mr McGrady, seconded by Mr Hanning, with 17 for, 0 against and 0 abstentions, Council unanimously approved the Service Level Agreement attached at Annexe 1 and authorised the President to sign the Agreement on behalf of ILEX.

IW

**ITEM 14****AWARDS TEAM STRATEGIC DEVELOPMENTS 2010/2011****Action Points**

- 57 Council was referred to a paper annexed to the Agenda. The paper provided Council with a summary of the main strategic initiatives to be undertaken by the Awards-Education Team during 2010 and 2011.
- 58 The Chief Executive informed Council that Mrs Hollyer was unable to be in attendance for this item as she was at a Results Determination Meeting. In Mrs Hollyer's absence, the Chief Executive informed Council that the paper had been produced by Mr Richards and was intended as an internal document only but she thought Council would find the contents interesting.
- 59 The Chief Executive added that changes had been made to systems and processes and this had put quite a strain on the Operational Team. Issues would still arise and changes would be made accordingly. The Chief Executive went on to add that quality assurance was now in place for work-based learning/customised awards which requires promotion.
- 60 The President commented that there was still a lot of work going on. Mr Watson said that the work based learning project was being taken forward by the Admissions Working Party and there was on-going discussion between IPS and Awards regarding quality assurance mechanisms affecting the SLAs, ILEX/IPS protocols and education matters reserved to the IPS Board.
- 61 With Council's permission Item 17 was brought forward.

**ITEM 17****REVIEW OF PAYMENTS FOR VICE-PRESIDENT AND PRESIDENT**

- 62 Council was referred to a paper annexed to the Agenda. The paper was to assist Council in reviewing the annual payments for Vice-President and President from July 2010.
- 63 The Chief Executive informed Council that it was agreed in 2004/2005 that an annual review would take place on the ex-gratia payments made to the Vice-President and President; this has not happened. Therefore, the paper is presented to seek Council's views.
- 64 Mr Callan asked what the money is used for. The Chief Executive replied that it reflected the cost of hiring a member of staff although the money was not always used in this way; it is up to each employer how they utilise the money. Mr Gowland commented that the Vice-President's activities can be quite onerous. Mr McGrady replied that a lot of the commitments he has, he took on as a Council member and as he lives in London, it is a lot easier for him.
- 65 On a proposal from Mr Shaw, seconded by Mr Bishop, with 15 for, 0 against and 2 abstentions, Council reviewed and confirmed payments for the post of Vice-President and President as from July

DB

2010.

**Action Points**

**ITEM 6 DEPUTY VICE-PRESIDENT NOMINATIONS (CONTINUED)**

66 After lunch, the President announced that Mr Hanning had been elected to stand as Deputy Vice-President in July 2010. She thanked both Council members for their gentlemanly approach. Mr Hanning thanked Council saying he was grateful for their support. Mr Gowland said that it proved the process worked and that Council has a choice.

67 As Mr McCarthy needed to leave at 3.00 pm, Council agreed to bring Item 20 forward.

**ITEM 20 PROPOSED WELSH FORUM**

68 Council was referred to a paper annexed to the Agenda. The paper proposed the creation of a Welsh Forum to receive information and assess reports dealing with issues affecting the ILEX membership living and working in Wales.

69 Miss Simpson informed Council that the Regional Liaison Officer for Wales, Mrs Squires, felt that a Welsh Forum should be established. She is involved in many committees and not all of the personnel on these committees are aware of ILEX.

70 The President said that after attending the South Wales Branch AGM, she felt it was very appropriate that a Welsh Forum was created; different funding arrangements exist as well as the bilingual aspect.

71 Mr McCarthy informed Council that Mrs Squires was involved in many meetings and she is not always in a position to make decisions. At the moment, a lot of legislation is coming from the Welsh Assembly and he would appreciate it if this proposal was agreed. Mrs Edwards agreed with his comments. Mr Callan agreed wholeheartedly.

72 The President suggested that if this is agreed, the Chairs from each of the Welsh Branches be invited to join the forum as they each have different needs. Mr Watson asked if the Chair of IPS could attend as an observer and asked if the Terms of Reference could be amended to include regulation. Mr Hanning felt that regulatory matters could be added to point 2 of the Terms of Reference.

HS/LS

73 On a proposal from Mr Callan, seconded by Mr McCarthy, with 17 for, 0 against and 0 abstentions, Council unanimously agreed to create an ILEX Welsh Forum.

74 On a proposal from Mr Callan, seconded by Mrs Slow, with 17 for, 0 against and 0 abstentions, Council unanimously approved the proposed Terms of Reference, as amended, as set out in Appendix A.

75 Council agreed the membership of the ILEX Welsh Forum would consist of: Mrs Edwards, Mr McCarthy, Mr Callan, Mr Shaw, Mrs Slow, Mr Kershaw and Chairs of the Welsh Branches. The Forum would be supported by Mrs Squires, Mr Burns and Miss Simpson. **Action Points**  
JB

**ITEM 15 ROLES OF REGIONAL LIAISON OFFICERS**

76 Council was referred to a paper that was sent separately to the Agenda. The paper provided Council with information on the range of activities currently carried out by the Regional Liaison Officers and the value they bring to the areas in which they operate.

77 On a proposal from Mr Callan, seconded by Mr Shaw, with 17 for, 0 against and 0 abstentions, Council agreed to the setting up of a Working Party to ensure Council's strategy is being delivered across England and Wales through: Council members, Branches, Regional Liaison Officers and ILEX Head Office. It was agreed the Working Party would report back to Council in July/September of this year.

78 Council agreed the following would form the Working Party: Mr Gowland, Mr Callan, Mr Shaw, Mr Bishop, Mrs Hughes, Mrs Edwards and Mr McCarthy. The Working Party would be supported by Mr Burns. JB

**ITEM 16 PROPOSED ALTERATIONS TO THE COUNCIL CHAMBERS**

79 Council was referred to a paper annexed to the Agenda. The paper addressed the issue of suitable meeting rooms and better use of space on site.

80 The Chief Executive informed Council that following Strategy in 2009, Mr Porte had reviewed the current use of the room ie internal meetings, Council meetings. He also considered the possibility of hiring the room out. Planning permission had been sought and granted.

81 Mr McGrady asked if the 'over' budget was sufficient and the Chief Executive replied it was. Mr Callan felt slightly uncomfortable with the costs during the present climate although he appreciated the practical benefits of doing the work.

82 On a proposal from Mrs Graham, seconded by Miss Silver, with 15 for, 1 against and 0 abstentions, Council agreed to the recommendations set out in the paper. DP

**ITEM 18 PROPOSAL BY THE COUNCIL FOR LICENSED CONVEYANCERS ON APPROVED REGULATOR TO REGULATE LITIGATION AND ADVOCACY**

83 Council was referred to a report annexed to the Agenda. The report drew Council's attention to a consultation by the Council for Licensed Conveyancers (CLC) and to guide a response to the consultation.

84	The Chief Executive informed Council that CLC would like to become a licensing authority, authorised to licence entities outside of their current remit. Unfortunately, they did not include a scheme of how this would work.	<b>Action Points</b>
85	It was agreed that the Chief Executive would draft a response which would be considered by the Regulatory Committee on whether ILEX should consider opposing changes to the Access to Justice Act on the basis that Parliament decided to set up the CLC to address a specific competition issue; therefore only Parliament should make the changes following full debate on competition issues.	DB
<b>ITEM 19      IPS BOARD REMUNERATION ARRANGEMENTS</b>		
86	Council was referred to a report annexed to the Agenda. The paper asked Council to agree a recommendation by the IPS Board that the CEOs of ILEX and IPS and the ILEX President and IPS Chair meet in May/June each year to agree the IPS Board members' remuneration for the following year; this work to be carried out as part of the budget setting process for the ILEX Group.	
87	Mr Watson informed Council that clear arrangements need to be in place and the views expressed in the paper were those of the IPS Board. There was one area missing and that concerned the Chair's remuneration. It was felt that the same process would be used but the Chair would abstain from discussions on that.	
88	On a proposal by Mr Hanning, seconded by Mr Shaw, with 16 for, 0 against and 0 abstentions, Council unanimously approved a recommendation by IPS that the ILEX President, IPS Chair and the CEOs of ILEX and IPS meet each year in May or June, as appropriate, to agree the IPS Board members' remuneration for the following calendar year.	
<b>ITEM 21      PROPOSED RESTRUCTURE OF EQUALITY AND DIVERSITY/ JUDICIAL APPOINTMENTS WORKING PARTIES</b>		
89	Council was referred to a paper annexed to the Agenda. The paper informed Council that following an internal meeting and discussion with Working Party members, it is proposed to amalgamate the Judicial Working Party with the Equality and Diversity Working Party. The Equality and Diversity Working Party is currently the overarching Working Party for Judicial Appointments and therefore the Terms of Reference will not need to be updated.	
90	Miss Simpson informed Council that the Judicial Working Party is now used as more of a reporting mechanism. Miss Silver thought it was a good idea.	
91	On a proposal from Miss Silver, seconded by Mr Edwards, with 15 for, 0 against and 1 abstention, Council approved the amalgamation of the Judicial Working Party into the Equality and	

		<b>Action Points</b>
	Diversity Working Party.	
92	Council agreed that Mr Shaw and Miss Gordon-Nichols would join the Equality and Diversity Working Party with Mr Hanning keeping a watching brief.	HS
<b>ITEM 22</b>	<b>GMT REPORT – CHIEF EXECUTIVE OF ILEX PROFESSIONAL STANDARDS</b>	
93	Council was referred to a report annexed to the Agenda.	
94	Mr Watson informed Council that the IPS launch went very well and this sentiment was echoed by Ms Daniels. She went on to add how well respected ILEX is.	
<b>ITEM 23</b>	<b>GMT REPORT – HEAD OF COMMUNICATIONS AND MARKETING</b>	
95	Council was referred to a report annexed to the Agenda.	
96	Mrs McDonald provided Council with a summary sheet on the feedback received from the Conference. She thanked everyone involved in the Conference and paid particular thanks to the Journal team for the sponsorship they secured. Mrs McDonald confirmed that Baroness Kennedy had agreed to be the speaker at the Presidential Luncheon; due to her commitments, the date had changed to the 3 June 2010. Mrs McDonald encouraged Council members to put members forward for the medals. The President's medal would be presented at the Graduation Ceremony as well as the Presidential Luncheon.	
<b>ITEM 24</b>	<b>GMT REPORT – HEAD OF MEMBERSHIP</b>	
97	Council was referred to a report annexed to the Agenda.	
98	Mr Burns informed Council that the Graduation Ceremonies will be well attended with the event breaking even. He asked Council if they had not indicated which day they would be attending, could they do so. He informed Council that the number of 'strike offs' this year would be less.	Council
99	Mr Gowland said that he was willing to help the York and North Yorkshire Branch get off the ground. He did enquire if there were any exhibitions taking place in the northern area. Mr Burns replied that there are not many exhibitions in the northern area but the National Career Guidance Show held at the Emirates Stadium this year will also be held in the north next year. Mr Reeves informed Council that a good response had been received for the prospective East Yorkshire Branch; 15 had attended and 5 had sent their apologies.	
<b>ITEM 25</b>	<b>GMT REPORT – HEAD OF AWARDS</b>	
100	Council was referred to a report annexed to the Agenda.	

101 Mrs Hollyer informed Council that ILEX had been approved in principle for Supplementary Recognition by the Qualifications and Examinations Regulator (Ofqual); accreditation would be effective from January 2011. She thanked everyone involved in the project but paid particular thanks to Miss Pipe and Mr Richards for their substantial contribution to the project.

**ITEM 26 GMT REPORT – HEAD OF CORPORATE AFFAIRS**

102 Council was referred to a report annexed to the Agenda.

103 Miss Simpson informed Council that Version 4 of the 3 Year Business Plan was included in Reports for Noting however, Version 5 was underway. The final version of the 3 Year Business Plan will come back to Council for their approval. The Customer Service Project had started and two staff workshops had already taken place. Due to the similarities in the training of ILEX Advocates and the requirements of the Police Station Accreditation Scheme, it has been agreed in principle by the Law Society and Legal Services Commission, that ILEX Advocates could be passported in to the Criminal Litigation Accreditation Scheme. If this is granted, it will take effect from 2011. Mr Callan was pleased to see NatWest RBS Bank interested in sponsoring the ILEX Graduation Ceremony. Mr Shaw informed Council that the Annual SBA Garden Party will be held on the 9 June and both he and Mr Barrett would be in attendance at the APIL Conference in Cardiff on the 22 April.

**ITEM 27 GMT REPORT – DIRECTOR OF INTERNATIONAL DEVELOPMENT**

104 Council was referred to a report annexed to the Agenda.

105 The Chief Executive informed Council that Mr Westwood was on annual leave but if they had any questions, she would pass them on. No questions were raised.

**ITEM 28 GMT REPORT – MANAGING DIRECTOR OF ITC**

106 Council was referred to a report annexed to the Agenda.

107 The Chief Executive informed Council that Mr Inge had had to leave a day early for his Hong Kong business trip. If Council had any questions, she would pass them on. No questions were raised.

**ITEM 29 ANY OTHER BUSINESS***Civil Justice Council Appointments*

108 Mr Callan asked if there was any news on the above appointments. The Chief Executive replied she would chase this up.

DB

*Formation of a New National Pro Bono Centre*

**Action Points**

109 Mr Hanning apologised to Council for not providing the paper sooner but the ILEX Pro Bono Forum were only notified a few days ago.

110 Mr Hanning informed Council that ILEX has been invited to participate in the formation of a new National Pro Bono Centre in London. The National Pro Bono Centre has not yet been officially announced, and subject to ILEX's decision, the announcement of the Centre will allow ILEX the opportunity to capitalise on the entire PR activities that are planned.

111 Mr Hanning added that the publicity would cover all three legal organisations. There was a cost involved but currently £3,000 was in the account. A shared meeting room would be available as well as a desk that could be used by anyone. Mr Callan thought it was a very good idea and the publicity would be hugely beneficial. Miss Birchnall asked if there would be an additional fee to book the meeting room. Mr Hanning replied no. Mr Bishop asked if the meeting room would need to be booked and Mr Hanning replied it would. Mr Bishop enquired as to the cost of joining the Commonwealth Club as it was a nice venue. The Chief Executive replied that she was already a member and uses it to hold meetings. Mrs McDonald confirmed that we do get a reduced rate due to the Chief Executive's affiliation. The Chief Executive felt that it would be good publicity and others would see this as a National Pro Bono Centre. Miss Silver asked if it was a renewable contract. Mr Hanning replied we would be licensees on a renewable basis and we would have to say how long the contract would be for; it may be a year at a time.

112 On a proposal from Mrs Edwards, seconded Miss Silver, with 16 for, 0 against and 0 abstentions, Council unanimously approved in principle the rental of a workstation at the new National Pro Bono Centre on Chancery Lane, London, subject to further clarification regarding outstanding issues contained in this paper ie costs.

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**ITEM 30 DATE OF NEXT MEETING**

113 The date of the next Council meeting is scheduled for 14 May 2010 at Kempston Manor.

**JUDITH GORDON-NICHOLS  
PRESIDENT**