# Institute of Legal Executives

**MINUTES OF THE COUNCIL MEETING HELD ON FRIDAY 24 SEPTEMBER 2010 AT KEMPSTON MANOR, KEMPSTON, BEDFORD.**

**Action Points**

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

**IN ATTENDANCE:** Mrs S Bruty (Business Manager Journal), Mr K Cerski (Director of Group Finance), Mrs A Hollyer (Head of Awards), Mr N Inge (Managing Director of ILEX Tutorial College (ITC)), Mr A Kershaw (Chair of ILEX Professional Standards Limited), Mrs D McDonald (Head of Communications & Marketing), Miss H Simpson (Head of Corporate Affairs), Mr I Watson (Chief Executive of ILEX Professional Standards Limited), Mr J Westwood (Director of International Development) and Miss D Harris.

1 The Council asked for their condolences to be passed to Mrs Burleigh.

2 In light of the above, the President informed the meeting that Miss Simpson would take on Mrs Burleigh's role.

3 Mr Inge informed the meeting that the newly appointed law support teachers were at Kempston today and with Council's agreement, he would like to introduce them to Council. Council agreed.

**ITEM 1 APOLOGIES FOR ABSENCE**

4 The following apologies were received:

Mrs M French – annual leave;
Mrs R Palmer – annual leave;
Mr L Shaw – family commitments;
Mrs D Burleigh – compassionate leave;
Mr J Burns – annual leave.

5 A discussion followed on the apologies received.

6 On a proposal from the Chair, Council approved the apologies tendered.

**ITEM 2** **MINUTES OF THE COUNCIL MEETING HELD ON 8 JULY 2010** **Action Points**

7 On a proposal from the Chair, with 16 for, 0 against and 1 abstention, Council approved the minutes of the Council meeting held on 8 July 2010.

**ITEM 3** **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 8 JULY 2010**

8 This item was for noting only although the President advised Council that if there were any typographical errors, they should let the office know. The President went on to add that the official approval of the Minutes would take place at the next Annual General Meeting in 2011.

**ITEM 4** **PRESIDENT'S ANNOUNCEMENTS**

9 The President informed the meeting that a list of his proposed engagements was attached to the Agenda. He added that if there were other engagements Council felt he should be attending, they should notify the office.

**ITEM 5** **MATTERS ARISING AND ACTIONS FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 8 JULY 2010**

10 Miss Simpson informed Council that from the November Council meeting onwards, a different format will be used to report on Matters Arising and Actions taken. The proposed format was outlined in the Agenda. The President felt that this would assist Council in tracking what has/had happened.

**Page 2, Item 13, Fees for Non-Practising Members; Dual Qualified Members; and Those on Maternity/Paternity Leave**

11 Miss Simpson informed Council that Mr Burns had produced an article for the September issue of the Journal and it was hoped that this would encourage more members to take up the offer.

**Page 3, Item 6, Report and Financial Statements for ILEX**

12 Miss Simpson informed Council that Mr Cerski appeared on all Group Bank mandates.

**Page 4, Item 11, Report from JGN and NH on Proposed Realignment of Constituencies**

13 Miss Simpson informed Council that this was Item 13 on the Agenda.

**Page 5, Item 12, 'Paralegalism' Report**

14 Miss Simpson informed Council that work was continuing on the one-year pilot for City & Guilds/ILEX Affiliate project to include access to the 'MyILEX' part of the website for a limited time.

**Page 6, Item 14, Outstanding Subscriptions** **Action Points**

15 Miss Simpson informed Council that the work to implement Resolutions 1, 2 and 3 had been completed.

**Page 7, Item 15, GMT Report – Chief Executive of ILEX Professional Standards**

16 Mr Watson informed Council that the application for rights was proceeding. The Legal Services Board (LSB) had concerns over the shift from regulating employees to employers and that ILEX needed to clarify its position; a meeting with Mr Kenny was due to be held on 27 September 2010. Mr Watson commented that ILEX does not have a track record on this however, we are moving forward but challenges lay ahead.

**Page 8, Item 17, GMT Report – Head of Membership**

17 Miss Simpson informed Council that a meeting of the Regions Working Party was held yesterday. Mr Gowland commented that there were a lot of aspects to consider and it would require a lot more work. The President commented that he appreciated there were constraints on people's time but this area did need to progress as quickly as possible. Miss Simpson stated that additional information had been identified but the discussions on constituencies would impact on this work. Mr Inge confirmed that when ITC speaks to employers, its discussions include reference to ILEX.

**ITEM 6 CHIEF EXECUTIVE'S REPORT**

18 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 attending a meeting of the sub-group on Regulation and Governance (Gateways to the Profession project); legal aid; staffing; building on success 2012; broader political issues; other meetings and the Commonwealth Lawyers Association Conference.

19 Miss Simpson informed Council that attendance was poor at the Gateways to the Profession project. One item presented at the meeting was PARN's proposal for the development of a Social Mobility toolkit. The toolkit would provide information on how to access a range of professions. Miss Birchnall asked of the £10,000 requested how much ILEX's contribution would be. Miss Simpson replied it would depend on the number of contributors but likely to be significant. Miss Gordon-Nichols felt strongly that ILEX should not be involved in this project. The President asked Miss Simpson to find out how much it would cost and to bring the item back to Council. HS

20 Miss Simpson informed Council that the Chief Executive had met with Dr Smedley who is managing the Law Society's paralegal project which is likely to take 12 months to complete. The Chief

Executive felt that ILEX should be proactive. Miss Gordon-Nichols informed Council that there are two surveys on the Law Society website; one is for employers and the other is for paralegals. Mr Bishop commented that this area has been festering for a long time and it was time to nip it in the bud. Mr Bishop asked Mr Westwood for his views on this area.

**Action Points**

21 Mr Westwood informed Council that last year, there were 4,800 people studying the 'paralegal' qualifications and City & Guilds had enabled this to happen by ensuring the qualifications appear in every funding pot possible. The next challenge is to move them on to the Level 3 Professional examinations but there is currently no mechanism in place to make this happen.

22 Mr Ralph commented that he had attended an All Parliamentary Group meeting and said that ILEX is a well respected body and it is clear that the Law Society sees ILEX as a threat. Mr Ralph thanked Mr Ghataura for the briefing note.

23 Miss Simpson informed Council that the Ministry of Justice (MoJ) is currently reviewing the Judicial Appointments Commission (JAC) and it is likely that it will submerge back to the MoJ. Miss Simpson added that we have an excellent working relationship with JAC and that we had been involved in the MoJ's Consultation. We should know more by November.

24 Miss Simpson informed Council that the Commonwealth Lawyers Association Conference is due to be held from the 5 to 9 February 2011 in Hyderabad and with Council's approval, the Chief Executive would like the President and herself, together with their partners/spouses, to attend. Mrs Graham commented that it was a worthwhile Conference to attend and Mr Bishop stated it was hugely important particularly as it was being held in India. Mr Gowland said he also found the Conferences to be useful and it was important for ILEX. Mr Callan commented that a vote is taken every time a Conference is held and wondered whether it could be automatically built in. The President stated that Council should have its say; Mr Bishop agreed. Miss Gordon-Nichols informed Council that last year she made a decision, along with the Chief Executive, that she would not attend the bi-annual mini-Conference which took place in Nigeria in April 2010 as the Chief Executive and Mr Westwood's attendance would be sufficient. Miss Gordon-Nichols added that it was the correct decision for the mini-Conference but the main Conference is a different matter. Mr Ralph stated that he was against it and felt that the money could be better spent. The President commented that all the major players will be there although he acknowledged Mr Ralph had a valid point.

25 On a proposal from Miss Gordon-Nichols, seconded by Miss Silver, with 15 for, 1 against and 1 abstention, Council approved the attendance by the President and Chief Executive, with their partners/spouses, to the Commonwealth Lawyers Association Conference in Hyderabad from 5 to 9 February 2011. DB

| ITEM 7 | BUDGETS 2011 | Action Points |
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| 26 | Council was referred to the 2011 Budgets which were sent separately to the Agenda. The Budget contains the first draft of the 2011 Budget for the Institute and for ITC. | |
| 27 | Mr Cerski informed Council that it would be a deficit budget again next year and it is forecast to be £204,000 higher than last year. This is primarily due to the Legal Services Board and the Legal Ombudsman levies. Mr Cerski added that in previous years, interest rates provided a favourable return on investments but it was anticipated that it would be £272,000 lower than last year. Mr Cerski went on to add that IPS had provided for a number of new projects and Awards had provided for Ofqual costs. | |
| 28 | The President commented that this was a draft budget and it is likely to change in light of various projects that were being undertaken. He went on to add that in due course, the levy costs will have to be incorporated into membership subscriptions for those who are directly affected by it. Mr Hanning commented that there needs to be a deficit budget in order to spend the reserves. He wondered whether there should be a three to five year budget. Mr Cerski agreed this was a possibility. Miss Simpson replied that a three year budget had already been produced for the LSB and the same could be produced for Council. Both Miss Gordon-Nichols and the President agreed that a deficit budget was nothing to be afraid of. | KC |
| 29 | Mr Callan commented that the Marketing and Communications budget had not increased for some time. He was concerned that we had 3,000 fewer students and perhaps the budget should be increased by £50,000. Mr Hanning commented that this could be due to not spending enough money but it may also be due to not spending the money in the correct areas. Mrs McDonald replied that marketing can only raise awareness of ILEX but she was conscious of the declining student registration numbers. Mrs Edwards commented that we may be doing nothing wrong. Mrs Slow commented that there was still a lot of ignorance about ILEX; when students leave university they assume the next stage is go on to the Legal Practice Course and to find a training contract. Mrs Edwards said the Regions Working party discussed many issues and one way forward is for the Regional Liaison Officers to visit schools. Mr Callan felt that it was appropriate to increase the budget as ILEX needs to strengthen its message. | |
| 30 | Mr Inge commented that the legal profession is restructuring and fewer people will want to join us and other professions; future recruitment is likely to come from law graduates. Miss Simpson commented that ILEX needs to understand the market and 'future proof' its qualifications. The President suggested this could be taken to Strategy but that the Chief Executive could discuss this with GMT in the meantime. | DB |

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| **ITEM 8** | **REPORT AND FINANCIAL STATEMENTS FOR ILEX** | **Action Points** |
| 31 | Council was referred to the report annexed to the Agenda. The report and financial statements covered the seven month period to July 2010. | |
| 32 | Mr Callan asked if the variance in the Awards income was a timing issue. Mrs Hollyer confirmed it was. | |
| 33 | Mr Hanning stated that he had provided Council members with their expenses from July 2009 to June 2010 and in due course, he will be sending them their individual expenses. He asked Council to be more specific as to the reason for incurring the expense ie attending September 2010 Council meeting. Miss Simpson commented that an online expense form was being developed and it may be possible to roll it out to Council however, she stressed that Council members would still need to submit their receipts. The President asked Council to keep their expenses to a minimum and to submit their claims as soon as possible after incurring the expense, providing full information. | Council |
| **ITEM 9** | **REPORT AND FINANCIAL STATEMENTS FOR ITC** | |
| 34 | Council was referred to the report annexed to the Agenda. The report and financial statements covered the seven month period to July 2010. | |
| 35 | No questions were raised. | |
| **ITEM 10** | **FINANCIAL STATEMENT FOR THE BENEVOLENT FUND** | |
| 36 | Council was referred to the report annexed to the Agenda. The income and expenditure account covered the seven month period to July 2010. | |
| 37 | Mr Cerski informed Council that a bank charge had been imposed but this was currently being pursued. Mr Callan asked if a cheque had been received from the Legal Charities Garden Party. Miss Simpson replied that she would check with Finance. | HS |
| **ITEM 11** | **REVIEWING COUNCIL POLICIES** | |
| 38 | Council was referred to a paper annexed to the Agenda. The paper informed Council that it reviews annually two particular policies, the ILEX Reserves Policy, and the Code of Conduct and Whistleblowers Policy. The paper provided Council with the opportunity to consider and approve both policies as well as reminding Council about other policies which affect Council. | |
| 39 | Mr Hanning proposed a minor amendment to the Code of Conduct: A 10) may be misconduct under Article 53 vii and A 5) ILEX work with colleagues. | |
| 40 | On a proposal from Mr Hanning, seconded by Miss Gordon-Nichols, Council unanimously approved the ILEX Reserves Policy. | |

41 On a proposal from Mr Callan, seconded by Miss Silver, Council unanimously approved the Code of Conduct/Whistleblowers Policy subject to the minor amendments made.

**Action Points**
DB/JP

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

42 Council was referred to a report annexed to the Agenda. The report updated Council on developments since the last Council meeting held on 8 July 2010.

43 Miss Simpson informed Council that the Internal Governance Rules were submitted on time to the LSB who in turn responded with further questions. The LSB is due to provide its recommendations after the 30 September and it is likely that it will say 'accept as having a proportionate plan to become compliant by the set date or having provided a legitimate justification for a slower timetable'.

44 Miss Simpson commented that the handover from the Legal Complaints Service to the Legal Ombudsman will take place on the 6 October. The ILEX website is continually being updated to keep members informed. Likewise, the IPS website.

45 In respect of the Internal Governance Rules, Mr Bishop asked when the handover will happen. Miss Simpson replied that there are only two Committees left to deal with: Qualifying Employment and Waivers and Advocacy Rights. Mr Kershaw commented that the handover is being taken at a pace that we can pay for. He added that the LSB is informed of this and has accepted our position. Mr Bishop asked if it would happen by the end of the year. Mr Watson confirmed it would.

**ITEM 13 REPORT FROM JGN AND NH ON PROPOSED REALIGNMENT OF CONSTITUENCIES**

46 Council was referred to a paper annexed to the Agenda. The paper provided Council with a review of the current arrangements for constituencies and co-opted Council members and possible revisions to it. This paper was deferred from the July Council meeting.

47 The President informed Council that the proposal to realign constituencies had been prompted by the Charter application although if no changes were made, it would not affect the application. Miss Simpson agreed and said that the Charter Working Party thought it was a good idea to re-visit this area however, it was not driven by the Charter.

48 Mr Hanning commented that the proposals had been put forward using data received from ILEX and it was anticipated that it was based on home addresses rather than work. Mr Bishop felt it should be based on work addresses. Mr Hanning agreed that the address used does make a difference to those who live/work in London. Miss Silver commented that most members live and work in the same area but the area she felt still needed to be addressed

was existing vacancies. Mr Bishop agreed and said it still did not address the issue of areas that were not represented. Miss Gordon-Nichols replied that the original idea was to reduce the number of seats available but she was not sure what more could be done to encourage Fellows, from constituencies not currently represented, to join Council. Mr Hanning agreed that it had not resolved the representation issue but felt representation should be based on skill and what the individual can bring to Council. Miss Silver felt it was a very good exercise and commented that some of Council's duties had moved over to IPS. Mr Callan agreed that we were losing certain aspects but we would be gaining more; this was according to the Chief Executive's previous comments. Mr Bishop said that, rightly or wrongly, London should have its own constituency as so much happens in London. Miss Simpson stated that any changes to the Constitution need to be made before the Charter application is made.

**Action Points**

49 On a proposal from the Chair, Council unanimously agreed that the existing arrangements should not remain unchanged.

50 On a proposal from Miss Gordon-Nichols, seconded by Miss Birchnall, with 15 for, 2 against and 0 abstentions, Council agreed that Mr Hanning and Miss Gordon-Nichols should report to Council in November with a proposal based on a hybrid Model A+ taking into account comments made. JG-N/NH

**ITEM 14 ROYAL CHARTER REPORT**

51 Council was referred to a paper annexed to the Agenda. The paper sought Council's decision on whether to proceed with an ILEX Royal Charter, based on a recommendation for submission from the ILEX Charter Working Party (which includes IPS representation). The paper provided a background of the project, key stakeholders involved, requirements and application process, a proposal for voting, the main activities and accomplishments, together with a proposed project plan.

52 Miss Simpson summarised the contents of the paper for Council. Mr Callan asked if the information would be updated in the draft petition. Miss Simpson replied that both the information and statistical figures would be updated. She went on to add that if Council agreed to seek Royal Charter status, the application would initially be sent to the Privy Council for their informal views; this will take approximately two to three months. Mr Hanning wondered whether the term 'Chartered Legal Executive' could be changed to 'ILEX Lawyer'. Mrs McDonald commented that 'Legal Executive Lawyer' is used in marketing material. Miss Simpson replied that she would speak to Mr Dobson about this. Mr Bishop asked if Council would see the application again. Miss Simpson replied that it could be presented to Council.

53 Miss Simpson directed Council to the issue of postal voting and explained that one of the reasons for the suggestion was to engage more fully with our members. Mr Ralph asked if there would be safety mechanisms in place. Mr Callan felt that it could HS

be costly to send to 7,000 Fellows. Mr Edwards suggested that Miss Simpson speak to local government officers to see how the process operates. Miss Birchnall wondered whether it would be possible to use MyILEX. Miss Simpson said she would explore these areas further and would report back to Council in November.

**Action Points**

54 On a proposal from Miss Birchnall, seconded by Mr Ralph, Council unanimously approved the recommendation from the ILEX Charter Working Party to proceed with a Royal Charter submission. HS

55 On a proposal from Miss Silver, seconded by Mr Bishop, Council unanimously approved that a system of postal voting be introduced in the new Bye-laws for general meetings, in place of the proxy procedure.

**ITEM 15 REPORT ON DATES FOR COUNCIL MEETINGS IN 2011**

56 Council was referred to a paper annexed to the Agenda. The paper asked Council to consider a draft list of Council and Committee meetings for the forthcoming year.

57 The President asked Council to note that Strategy had moved to March and there is a possibility that the Presidential Luncheon and the May Council meeting will be held back-to-back ie the Council meeting being held on the Friday. Miss Gordon-Nichols commented that ITC Board Meetings are usually held the day before a Council meeting and wondered whether it would be possible to move the February Board Meeting. The President suggested that she liaise with Mr Inge. Mrs Slow appreciated that although it was far in advance, there is a possibility that she will not be able to attend the AGM in July due to work commitments.

58 The President drew Council's attention to the Graduation Ceremony and expressed his disappointment at the low attendance by Council members at this year's ceremony. He felt that at the very least, all Council members should be in attendance for one day.

**ITEM 16 ASSOCIATES TO FELLOWS PROJECT**

59 Council was referred to a paper annexed to the Agenda. The paper provided Council with an update on the project that allows 'old' Associates the opportunity to apply for Fellowship status if they believe they have the evidence to support such an application.

60 Miss Simpson guided Council through the paper and confirmed that 'old' Associates do not have any Level 6 qualifications. Mr Bishop felt that this was a difficult area as Fellows could fall short of points (b) and (c) in the paper. Miss Gordon-Nichols stated that Fellows have passed the Level 6 examinations and have the relevant five year's qualifying employment and that is why difficult questions were being asked. Mr Watson commented that it would be interesting to see the responses from the pilot project and that the criteria need to be sufficient to establish academic capability.

Mr Hanning felt that Mr Burns should liaise with IPS before redrafting the application form. The President agreed and felt it made sense to bring IPS in at an early stage. Mr McCarthy wondered what the perception would be to the outside world and to Fellows and wondered whether we should proceed. The President confirmed that Council had already agreed to this project.

**Action Points**

61 On a proposal from the President, Council requested that Mr Burns liaise with IPS on the criteria and re-present the paper, with full information as per the discussion, to the November meeting. Members of the Qualifying Employment and Waivers Committee would send any feedback on the form to Miss Silver by 8 October. JB

**ITEM 17 BUDGET FOR AN APPLICATION TO THE LEGAL SERVICES BOARD FOR ILEX TO BECOME A LICENSING AUTHORITY**

62 Council was referred to a paper attached to the Agenda. The paper was for information and was in response to a request by Council for further information about the cost of making an application for ILEX to become a Licensing Authority under the Legal Services Act.

63 Mr Watson informed Council that he was unable to provide an exact figure for the cost of becoming a licensing authority. Four organisations tendered for the work and the contract was awarded to Bircham Dyson Bell. They have estimated that it will cost between £50,000 and £70,000 and a budget for £70,000 has been allowed. The President asked if they would produce a fixed price. Mr Watson confirmed they would. The President stated that he would like this to be kept as a high priority and for Council to be kept informed. IW

**ITEM 18 ILEX CENTRES UPDATE**

64 Council was referred to a report attached to the Agenda. The report brought to Council's attention issues relating to ILEX Centres, and to make Council aware of current issues in relation to, in particular, Further Education centres.

65 Mrs Hollyer informed Council that ILEX is dependent on centres and in particular tutors; if tutors leave, the college does not always seek reaccreditation. Some of the units are challenging to deliver and some particularly at Level 6 are only offered by ITC. Funding also plays a part and students may be required to pay for the full cost of their course. The President asked how many centres are needed ie what is the tipping point. Mrs Hollyer replied that she had not yet considered this point of view. The President requested that a list of colleges and the number of students broken down by Level 3 and 6 would be helpful to assess and compare the income received from colleges and the costs incurred by the Regional Liaison Officers. Mr Bishop asked if a college no longer offers the courses do others fill the gap. Mrs Hollyer commented that if the course is dropped it does not tend to be replaced with another awarding body's law qualification. Mrs Hollyer stated that there are a few colleges who have not recently had a visit but we liaise with AH

them via correspondence and she noted that the four regional liaison officers do not cover the whole of England. Mrs Hollyer confirmed that there may be opportunities for 6th Form funding to be available and Council requested further information on 6th Form opportunities. Miss Silver asked how students are helped if a college no longer offer the courses. Mrs Hollyer confirmed that a letter is sent to students informing them of their nearest centre or the option to study with ITC. Mr Inge commented that there were fewer colleges because there are fewer members. He added that when a student studies with ITC, they can attend a 'Getting Started Day' as well as attending Revision Days. Council were supportive of the initiative to visit colleges when they had not sought reaccreditation. Mrs Hollyer agreed to report back to Council in November.

**Action Points**

**ITEM 19 ADDITIONAL LEVEL 3 AND LEVEL 6 UNITS**

66 Council was referred to a paper attached to the Agenda. The paper brought to Council's attention proposals for additions to the suite of ILEX qualifications, which will be designed to meet the needs identified by employers as part of the ILEX research questionnaire 2010 and the employer's research undertaken by ITC.

67 Miss Simpson informed Council that Mrs Hollyer had budgeted for this work. Mr McCarthy thought it was a good idea to add additional units to our portfolio. Mr Edwards wondered whether 'Information Law' could be considered as this is very important to the public sector. Mr Inge commented that as there was limited funding available for training it may not be viable. Mr McCarthy asked if the units would be available to Fellows. Miss Simpson replied that they would be made available to all members. Mr Hanning wondered whether they should be at Level 3 and Level 6.

68 On a proposal from Mr McCarthy, seconded by Miss Birchnall, Council unanimously agreed to the proposal for additions to the suite of ILEX qualifications and to approve developmental work by the Awards team to commence this side of Christmas. AH

**ITEM 20 ILEX PRO BONO POLICY**

69 Council was referred to a paper annexed to the Agenda. The paper asked Council to consider and approve the Policy for the ILEX Pro Bono Forum.

70 Miss Gordon-Nichols said that she had nothing further to add to the paper but if any one had any questions she would answer them. No questions were raised.

71 On a proposal from Miss Silver, seconded by Mr Callan, Council unanimously approved the Pro Bono Policy for the ILEX Pro Bono Forum for 2010/2011.

**ITEM 21 TERMS OF REFERENCE FOR ILEX PRO BONO FORUM** **Action Points**

72 Council was referred to a paper annexed to the Agenda. The paper asked Council to consider and approve the Terms of Reference for the ILEX Pro Bono Forum.

73 Miss Gordon-Nichols informed Council that Mr Phillip Partridge had been appointed as Vice-Chair of the ILEX Pro Bono Forum and as he is not a Council member, it requires Council's approval.

74 On a proposal from Miss Gordon-Nichols, seconded by Mrs Slow, Council unanimously approved the appointment of Mr Partridge as Vice-Chair of the ILEX Pro Bono Forum.

75 On a proposal from Miss Gordon-Nichols, seconded by Mr Callan, Council unanimously approved the Terms of Reference for the ILEX Pro Bono Forum for 2010/2011.

**ITEM 22 ILEX BENEVOLENT FUND MEMORANDUM OF CHANGE**

76 Council was referred to a paper annexed to the Agenda. The paper informed Council that the Trustees of the ILEX Benevolent Fund have agreed that the Trust Deed should be updated in order to allow them to carry out their duties.

77 Miss Simpson informed Council that the reason for the change was to speed up communication. She confirmed that to ensure the Benevolent Fund remains independent, no Council members are appointed. Mr Hanning commented that only two meetings are held each year and it can be difficult for the Trustees to meet.

78 On a proposal from Miss Birchnall, seconded by Mr Barrett, Council unanimously approved the Memorandum of Change and the attached Resolution.

79 On approval from the President, Mr Reeves left the meeting.

**ITEM 23 PROTOCOL FOR THE NATIONAL PRO BONO CENTRE**

80 Council was referred to a paper annexed to the Agenda. The paper provided Council with the protocol that addressed the usage of the ILEX 'hot desk' located at the National Pro Bono Centre.

81 Miss Simpson informed Council that Miss Robertson, as the Pro Bono Co-ordinator, is at the Pro Bono Centre every Thursday and is finding it beneficial. The centre is an operational facility only and is not a walk in centre for the public or visitors.

82 On a proposal from Mrs Hughes, seconded by Mr Callan, with 15 for, 0 against and 1 abstention, Council approved the Protocol for the use of the ILEX hot desk and agreed to review it within six months and then thereafter.

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| **ITEM 24** | **GMT REPORT – CHIEF EXECUTIVE OF ILEX PROFESSIONAL STANDARDS** | **Action Points** |
| 83 | Council was referred to a report tabled at the meeting. | |
| 84 | Mr Watson informed Council that the Legal Ombudsman will be launched on the 6 October. To comply with the requirements for service complaints, a new box will be provided on the subscription form enabling ILEX to collect this information. The application for Associate Prosecutor rights is proceeding. Mr Watson informed Council that the Annual Report attached to the Agenda is one of the mechanisms of IPS' accountability to ILEX. | |
| 85 | The President stressed that it was incumbent that IPS has the necessary resources to carry out its role. Mr Watson replied that it was external drivers that they are struggling with as the work is very detailed. Mr Kershaw commented that they were prioritising one or two projects a year. He commented that applications for Practice Rights are not really a regulatory issue. Mr Ralph asked if the judicial review application has costs implications; Mr Watson affirmed. | |
| **ITEM 25** | **GMT REPORT – HEAD OF COMMUNICATIONS AND MARKETING** | |
| 86 | Council was referred to a report annexed to the Agenda. | |
| 87 | Mrs McDonald informed Council that following the release of the GCSE and A level results, the department had been very busy; busier than in previous years. The press coverage that has taken place so far has a value of £200,000, with a further £52,000 from coverage in the Good Housekeeping magazine. Mrs McDonald informed Council that the entrance fee had been waived for those members who wished to join the Institute of Leadership and Management. Mrs McDonald informed Council that so far, 1,200 replies had been received to the 50 question on-line customer care survey for the Awards Department; the survey closes in October. Mrs McDonald informed Council that an advertisement for a full-time Press Officer and a part-time On-line/Digital Marketing Co-ordinator were due to appear in local newspapers. | |
| **ITEM 26** | **GMT REPORT – HEAD OF MEMBERSHIP** | |
| 88 | Council was referred to a report annexed to the Agenda. | |
| 89 | With regard to 'on-line registrations' Miss Birchnall asked if it would be possible for a notice to appear on the website informing potential students of when this would be available. Miss Simpson would discuss with the office. Mrs Edwards was interested in the list of colleges and universities that had been visited but she would find it beneficial to know who visited them and what the outcome was. | JB/RLO |
| 90 | On a proposal from Mr Callan, seconded by Mr Gowland, Council unanimously approved the draft Terms of Reference for the | |

Regions Working Party. **Action Points**

**ITEM 27 GMT REPORT – HEAD OF AWARDS**

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

92 Mrs Hollyer wished to thank all those concerned who had enabled members to access their results on-line for the June 2010 examinations. She added that a meeting will take place on 28 September 2010 to review the June 2010 examination sitting which for the first time will include all Level 3 and 6 units. The pass rates for the examinations can be found on the ILEX website. Mrs Hollyer informed Council that the department is currently working with IPS on a review of qualifying employment.

**ITEM 28 GMT REPORT – HEAD OF CORPORATE AFFAIRS**

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

94 Miss Simpson informed Council that the employers group was currently collating information provided to students on qualifying employment; it was anticipated that a Guide/Careers Prospectus would be produced. Miss Simpson thanked Ms Owens for helping to organise the JAC Road Shows; it was anticipated that a profit would be made as the venues had been free. Miss Simpson also thanked Council members for attending the Liberal, Labour and Conservative Party Conferences. In this respect, a review was currently taking place on ILEX's political contacts. Miss Simpson informed Council that a potential student bursary scheme was being discussed and both herself and Mr Cerski were due to meet to take this idea forward; she would report back to Council in November. Miss Simpson informed Council that Mrs Penny Shelford was retiring from the Journal in October; Mr Steve Watts had been appointed as her replacement. Miss Simpson thanked Mrs Shelford. HS

95 The President asked if there was going to be a media event following Mr Ashley-Smith's appointment as the first ILEX Judge. Mrs McDonald commented that unfortunately the announcement had been made during the summer holidays however, press releases had appeared in the Times and the New Law Journal. Miss Simpson added that ILEX currently has 99 partners and we are waiting for the one hundredth so that a joint media event can be held. DMcD

**ITEM 29 GMT REPORT – DIRECTOR OF INTERNATIONAL DEVELOPMENT**

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

97 Mr Westwood informed Council that firms are still interested in training their staff but they wished them to be trained in their own procedures. For the last academic year, 4,800 students had registered to study the courses and although funding should remain for Level 2 qualifications, we are unsure if student numbers

will be replicated again this academic year. Mr Westwood informed Council that he had attended the Lyon Bar Conference and delegates from Barcelona and Frankfurt would like us to act as an interface to allow information to be exchanged between firms in the UK.

**Action Points**

**ITEM 30 GMT REPORT – MANAGING DIRECTOR OF ITC**

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

99 Mr Inge informed Council that he had nothing new to add to his report but if Council had any questions, he would be pleased to answer them. The President said that he was pleased to have met the law support teachers and hoped they would be a success. Miss Birchnall asked how a student could receive her password. Mr Inge suggested they liaise after the meeting.

**ITEM 31 ANY OTHER BUSINESS**

*Item 13 Proposed Realignment of Constituencies*

100 Mr Hanning informed Council that he had redefined the Greater London borough and there were now five seats available; all the remaining constituencies remain the same. Miss Birchnall commented that there was not much difference in the number. The President agreed and added that there was a large number who commute to London. Mr Bishop commented that there are a lot of meetings/events that take place in London and it may be justifiable to have more representatives in this constituency. Mr Hanning said that he would look at the numbers again.

101 On a proposal from the Chair, with 12 for, 3 against and 0 abstentions, Council agreed that they were happy for Mr Hanning and Miss Gordon-Nichols to reformulate Model A and bring back to Council for a formal review. This would replace the resolution at Page 8 Paragraph 56. JG-N/NH

*Item 10 Financial Statement for the Benevolent Fund*

102 Miss Simpson informed Council that no cheque had been received from the Legal Charities Garden Party, it is usually paid in November.

*Council Training*

103 Miss Gordon-Nichols asked if training could be provided to Council members on Finance and Director's Duties.

*Running of Council meeting*

104 The President took the opportunity to thank Miss Simpson for her help in running the meeting.

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| **ITEM 32** | **DATE OF NEXT MEETING** | **Action Points** |
| 105 | The date of the next Council meeting is scheduled for 26 November 2010 at Kempston Manor. | |

**MR DAVID McGRADY**
**PRESIDENT**