

CANDIDATE PACK FOR LAY BOARD MEMBER – CRL

WELCOME

Dear Candidate,

I am delighted that you are considering joining the Board of CRL as Lay Member of our Board.

CRL is the independent regulator for Chartered Legal Executive lawyers, other members of the Chartered Institute of Legal Executives (CILEX), CILEX practitioners and law firms. As such, we oversee the education, qualification and practice standards of the legal professionals we regulate. We regulate about 7,600 Chartered Legal Executives, as well as around 9000 paralegals and other non-authorised members. In addition, we oversee about 60 firms.



We aim to ensure that regulated individuals are fully aware of their obligations to consumers, colleagues, the courts and the public, and that they maintain proper standards of professional conduct. When necessary, we deal with complaints against regulated individuals and firms and take appropriate disciplinary action to protect the public and uphold the standing of the profession.

We are fully independent of CILEX but share the objectives of promoting the interests of consumers and tackling the remaining barriers to Chartered Legal Executives realising their full potential. We are proud of the diversity of those we regulate: three quarters are women, and nearly half did not go to university.

The successful applicant will be joining CRL at a critical moment in time as we embark on an ambitious agenda to deliver forward-looking legal regulation for everyone. Last year we refreshed our strategy to take account of the rapidly changing legal services environment and over the next three years we have identified four key objectives to drive our new programme of work: promoting high standards and public trust; improving access to justice and consumer empowerment; promoting independent and sustainable regulation; and being an authoritative, inclusive and capable organisation.

We are also involved in important discussions on the future shape of regulation following CILEX's decision three years ago to put forward proposals to redelegate our role to the Solicitors Regulation Authority. This raises fundamental legal and policy issues and contributing to the Board's discussions on them over the coming months will be central to the Board's work.

We are a small cohesive Board made up of myself as Chair and four Non-Executive Directors- 2 lay in addition to me and 2 with a professional background. We will be reviewing our governance in the coming year and enjoy positive and productive working relationships between the executive and non-executive directors. We aim to be innovative and transparent: nearly all our Board papers are on the website if you want to know more about what we do, and how we do it.

Alongside the other independent regulators, we are subject to oversight by the Legal Services Board, and enjoy a close working relationship with them, and the other legal regulators and representative bodies as well as the Legal Services Consumer Panel. In our latest staff survey, colleagues said that they are proud to work for CRL and would recommend it as an organisation to friends and family – this is also testament to the skill and dedication of our staff and strong executive leadership team.

We're looking for a high calibre individual, ideally with a finance and risk background, who will also bring a deep understanding of our regulatory role, and what it means. Additional insight into education would be an asset, given the role we play in standards. We also want to use this opportunity to keep improving the diversity of our Board and we invite applications from all sections of the community regardless of race, religion, disability, gender, sexual orientation or age.

If you share my passion for improving standards, protecting the public and broadening access to legal services based on talent over background – and you have the relevant experience we are seeking – I very much look forward to hearing from you.

(Candidates are asked to note that, in addition to this role, CRL is also seeking a Panel member to join its Strategic Risk Committee. This role attracts an annual retainer of £500 plus £350 for each meeting attended, based on six meetings per year. Term of appointment is five years. If you wish to express an interest in this role as well, please contact Elisha.savidge@starfishsearch.com for further details.)

Jonathan Rees
Chair

ABOUT US

CRL is the independent regulator, under the Legal Services Act 2007, of Chartered Legal Executives and other CILEX members, CILEx Authorised Entities and non-members with Practice Rights in the legal sector. We set and maintain standards in legal education, and in the work and services provided by the individuals and firms we regulate, which continues to expand beyond the original sole purpose of legal executives.

Our regulation is proportionate, outcomes focused and risk-based. This allows the people and firms we regulate to take their own approach to delivering legal services in the way they think best, provided that this is in the interests of their clients and the public.

The CILEX Code of Conduct sets out the standards of professional and general behaviour we expect of those we regulate. Our regulated members must comply with the Code of Conduct and while we support them with this, we take enforcement action, if necessary.

Our Annual Reports and Financial Statements can be viewed [here](#).

The current Board members can be viewed [here](#).

The current executive management roles and portfolios can be viewed [here](#).

OUR MISSION AND PURPOSE

Our **mission** is to be a high performing and responsive regulator that protects and promotes consumers' interests through strong evidence-based regulation.

Our **purpose** is to ensure high standards of professional conduct and competence, protecting and promoting the public and consumer interests, enhancing respect and understanding for CRL qualifications and maintaining the integrity and trust of the legal profession.

OUR VALUES

The delivery of CRL's strategy is underpinned by CRL's values which provide the framework for how we approach everything we do.

Integrity – we are honest and take responsibility for our decisions. We listen to the regulated community and other stakeholders but remain independent.

Excellence – we are a learning organisation, committed to improvement and innovation.

Fairness – we respect people and treat them without prejudice.

Transparency – we are open about how we work and how we reach decisions.

Efficiency – we keep things simple, timely and cost effective.

HOW WE FIT WITH CILEX

We are the independent regulator answerable to the Legal Services Board setting the standards under which Chartered Legal Executives work. The Chartered Institute of Legal Executives (CILEX) is the professional organisation which represents the individuals that we regulate. While we are separate bodies with separate Boards and accountability, we naturally work closely together, and share interests about promoting the profession.

CILEX offers a flexible way into, and to develop, a legal career. People can work in legal organisations and earn a living while at the same time studying to gain legal qualifications. It is far cheaper to qualify via CILEX than through a degree route (£12,000 compared to £45,000). This allows people from different social and economic backgrounds to work in the legal industry. This flexibility is particularly beneficial for those with family or caring commitments.

HOW WE FIT WITH OTHER LEGAL REGULATORS

We are one of eight approved legal regulators under the Legal Services Act 2007 who regulate the different types of lawyers*.

The other seven are below:

Regulator	Type of lawyer regulated
Bar Standards Board	Barristers
Council for Licensed Conveyancers	Conveyancing and probate lawyers and firms
Cost Lawyer Standards Board	Costs Lawyers
Intellectual Property Regulation Board	Patent Attorneys, Patent Agents and Registered Trade Mark Attorneys
Master of the Faculties	Notaries
Solicitors Regulation Authority	Solicitors and firms
Institute for Chartered Accountants in England and Wales	Accountants licensed to provide probate legal service

The [Legal Services Board](#) is responsible for overseeing the work of these legal regulators.

* The Association of Chartered Certified Accountants was formerly the approved regulator of Accountants licensed to provide probate legal services. CILEx Regulation has taken over regulation of ACCA probate individuals and firms.

ROLE DESCRIPTION

Role title Lay Board Member

ROLE PURPOSE

To carry out the duties of a non-executive member of the Board, ensuring the success of the company and enhancing the reputation of CRL as the regulatory body for CILEX professionals. Oversee the development and implementation of regulation by the Company in accordance with the statutory objectives set out under the Legal Services Act.

MAIN RESPONSIBILITIES OF THE APPOINTMENT

- Participate in the development and agreement of the Company's strategy.
- Keep the delivery of the strategy under review, monitoring its implementation regularly.
- Work effectively with the Chair and Chief Executive to ensure the Company adheres to the principles of good governance and proper accounts are kept.
- Engage constructively with the Legal Services Board, CILEX and other stakeholders to establish and maintain good working relationships.
- Monitor the effectiveness of CRL as a regulatory body.
- Contribute to the Board's Annual Report on the Company's performance.
- Bring professional practice insights to inform regulatory decision-making and best practice, whilst ensuring any conflicts of interest are declared and managed.
- Act in the best interests of consumers and independent regulation. Act wholly independently of CILEX as the membership body.
- Establish a constructive and positive working relationship with the Chief Executive, staff and other Board members.
- Oversee the professional and fitness to practise standards for those regulated by CRL and monitor the arrangements to secure compliance with them.
- Ensure CILEX qualification schemes are fit for purpose as indicators of safe and competent practice.
- Monitor whether standards set under qualification schemes are achieved and maintained.
- Ensure the Company acts in accordance with its purpose and values at all times.

(Candidates are asked to note that we are also seeking a Panel member to join CRL's Strategic Risk Committee – this role attracts an annual retainer of £500 plus £350 for each meeting attended, based on six meetings per year. Term of appointment is five years. If you wish to express an interest in this role as well, please contact Elisha.savidge@starfishsearch.com for further details.)

PERSON SPECIFICATION

PART ONE

KNOWLEDGE AND EXPERIENCE

- For this appointment, a strong track record within finance and risk management will be essential.
- You will demonstrate a strong understanding of professional regulation and how our role as a regulator impacts on our governance and ethos.
- Insight into education and / or professional standards would be an asset.
- Prior Board-level experience would also be an asset.
- To become Lay Board Member you must demonstrate your independence from the professional communities CRL regulates.

PART TWO

SKILLS AND ABILITIES

- Understanding of organisational governance arrangements and a willingness to uphold them.
- Ability to think strategically, look outward and hold an organisation to account.
- Ability to assimilate complex information, weigh up detailed evidence and draw conclusions.
- Highly effective interpersonal and influencing skills with the ability to debate cogently.
- Ability to make decisions objectively, in the best interests of consumers and in a way that treats people equally.

PART THREE

LEADERSHIP STYLE AND BEHAVIOURS

- Appreciation of the principles of good regulation, with an absolute commitment to the Nolan principles of public life.
- Team worker.
- Sound, independent judgement.
- A collaborative consensus-builder.
- Demonstrable commitment to the principles of equity, diversity and inclusion.

(Candidates are asked to note that we are also seeking a Panel member to join CRL's Strategic Risk Committee – this role attracts an annual retainer of £500 plus £350 for each meeting attended, based on six meetings per year. Term of appointment is five years. If you wish to express an interest in this role as well, please contact Elisha.savidge@starfishsearch.com for further details.)

TERMS OF APPOINTMENT

REMUNERATION AND TIME COMMITMENT

This role is remunerated at £9,030 per annum and we anticipate that you will spend up to an estimated 24 days per year on CRL business. This includes attendance at Board meetings (anticipated to be not less than five each year) plus monthly telecons and a two-day strategy meeting. Board meetings and telecons are normally online.

(Candidates are asked to note that we are also seeking a Panel member to join CRL's Strategic Risk Committee – this role attracts an annual retainer of £500 plus £350 for each meeting attended, based on six meetings per year. Term of appointment is five years. If you wish to express an interest in this alternative role, please contact Elisha.savidge@starfishsearch.com for further details.)

LOCATION

This role is virtual and most of our staff work remotely, although we do keep a small base at our office at Endeavour House, Wrest Park Bedford MK45 4HS.

TERM OF APPOINTMENT

The appointment is for a term of three years, renewable up to 6 years.

HOW TO APPLY

To make an application, please go to <https://starfishsearch.com/jobs/crl-lm/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A covering letter that sets out your motivation for the role and describes the specific experience you can bring to the appointment.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Deadline for applications is **Friday 23rd May 2025**

RECRUITMENT TIMETABLE

Closing date: Friday 23rd May 2025

Preliminary interviews: w/c 9th June 2025

Final Panel interviews: Thursday 26th June 2025