

CILEx JOURNAL – Legal Education

IPSO ANNUAL REPORT

Period Covered: 1 January 2016–31 December 2016

Factual Information about the Regulated Entity

The Chartered Institute of Legal Executives publishes one regulated publication, *CILEx Journal*. *CILEx Journal* is published 12 times a year, and is available in print and at: www.cilexjournal.org.uk. There is an average circulation of 20,000 unique monthly recipients. Supplements are also produced.

Responsible Person

The Regulated Entity's responsible person is Val Williams, the editor.

Overview

CILEx Journal formerly known as *The Legal Executive Journal* was launched in 1963 as a monthly membership, subscription-only publication. *CILEx Journal* features online at: www.cilexjournal.org.uk and is desktop and mobile responsive.

Editorial Standards

CILEx Journal predominantly publishes interviews and features of a legal education nature, which are received from a variety of sources. There is a stringent fact-checking process in place, and we operate with truth and integrity. The Regulated Entity adheres to the PPA Managing Complaints Handbook and does not produce a separate handbook. *CILEx Journal* has not yet sought pre-publication guidance from IPSO. However, it would do so if it needed advice on interpreting the Editors' Code of Practice or the public interest exception.

Training Process

The *CILEx Journal* editor has received no additional training during 2016. Training sessions to ensure that staff remain up to date take place as necessary.

Complaints Handling

CILEx has an obligation to handle all complaints, and welcomes complaints by e-mail or written letter to the editor, who will seek to resolve the matter with the complainant. Complaints that fall outside the procedure will be logged and referred to the relevant department/person.

We would strive to acknowledge a complaint within seven days of receipt and would expect to reach a settlement within 28 days. If settlement could not be reached, we would refer the matter to IPSO for advice.

All complaints would be logged and assessed by the responsible person; however, to date we have not received a complaint during this reporting period.

Adverse Adjudications

There have been no adverse adjudications against the CILEx Journal.