

IPSO ANNUAL STATEMENT FROM *CILEX JOURNAL*:

Period covered from 1 January 2024 to 31 December 2024

Overview

The Chartered Institute of Legal Executives (CILEX) is the professional association which represents more than 20,000 practising and trainee Chartered Legal Executives and paralegals.

Founded, in 1892, as the Solicitors Managing Clerks Association, the then Institute of Legal Executives became a company limited by guarantee, in 1963, with the support and co-operation of the Law Society. On 30 January 2012, CILEX became incorporated by Royal Charter and is now known as the 'Chartered Institute of Legal Executives'.

CILEX Journal, formerly known as the *Legal Executive Journal*, was launched in 1963 as a monthly membership, subscription-only publication.

Title

CILEX publishes one regulated publication, *CILEX Journal*. In 2021, this moved to a purely online publication, now published three times a year at: www.cilexjournal.org.uk. It works across all platforms and devices. It is promoted through CILEX's weekly newsletter to members.

Responsible person

The Regulated Entity's responsible person is Neil Rose, the editor. He is a director of CILEX's PR and communications advisers, Black Letter Communications.

E-mail: neil.rose@blacklettercommunications.co.uk; telephone: 020 3567 1208.

Editorial standards

Predominantly, *CILEX Journal* publishes news, features, interviews and updates of interest to CILEX members, matters either of direct relevance to their jobs/careers or of wider interest to them as members of the legal profession. They are generated by Black Letter Communications. To ensure that we operate with truth and integrity, manuscripts are subject to a stringent fact-checking and copy-editing process.

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, the Regulated Entity would do so if advice were needed on interpreting the Editors' Code of Practice or the public interest exception.

Editors' Code of Practice

The 2019 version of the Editors' Code of Practice and supporting Codebook was circulated to the two freelance journalists commissioned by *CILEX Journal* in 2020. No new freelance journalists were commissioned by *CILEX Journal* since. Updates since then in the code have been noted.

Training process

In 2022, both the *CILEX Journal* Editor and his colleague at Black Letter Communications who works with him on the publication underwent refresher training on media law. We have not had one since but colleagues discuss issues arising from articles on a regular basis.

Complaints handling

CILEX recognises that it has an obligation to handle all complaints and welcomes complaints by e-mail or a letter to the editor, who will seek to resolve the matter with the complainant. Complaints which 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 receiving it, and would expect to reach a settlement within 28 days. If a 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.

There were no complaints received during the reporting period.

Adverse adjudications

There have been no adverse adjudications against *CILEX Journal*.