

IPSO ANNUAL STATEMENT FROM *CILEx JOURNAL*

Period covered: from 1 January 2017 to 31 December 2017

Introduction

Overview

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

Founded in 1892, 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. *CILEx Journal* features online and is desktop and mobile responsive.

Titles

CILEx publishes one regulated publication, *CILEx Journal*. There is an average circulation of 20,000 unique monthly recipients. During 2017, *CILEx Journal* was published 12 times a year, and was available in print and at: www.cilexjournal.org.uk.

Responsible person

The Regulated Entity's responsible person is Valerie Williams, the editor. E-mail: valerie.williams@cilex.org.uk or telephone: 07917 432648.

Editorial standards

CILEx Journal predominantly publishes interviews and features of a legal education nature, which are received from a variety of sources, including freelance journalists. A stringent fact-checking process is 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.

Editors' Code of Practice

The latest version of the Editors' Code of Practice and supporting Codebook has been circulated to each freelance journalist commissioned by *CILEx Journal* since January 2018, and will be sent to every new journalist contracted during this year.

Training process

The *CILEx Journal* editor received no additional training during 2017. However, 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 receiving it, 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 *CILEx Journal*.