



FACULTY OFFICE

Senior Officers' Meeting

To be held on 18 May 2020 at 14:00 via video conference

AGENDA

PART I – Ecclesiastical Matters

These items are not for publication

PART II – England & Wales Notarial Matters

1. Update on recruitment of Risk and Compliance Officer
2. Budget for 2020/21, 2021.22, 2022/23, including determination of PrCert fee for 2020/21
3. Update on Audit Committee
4. HD's letter of 27 April 2020 to LSB and response
5. KPI Briefing paper
6. Update on Risk Assessment & Assurance policy
7. Update on Internal Risk Register
8. Update on Covid-19 guidance document, and response to Michael Clancy
9. Inspections update
10. Update on meeting with MOJ draftsman on Practice Authorisation
11. Letters of appointment for 2 new lay persons on NQB
12. Update on Barry Holland's article in recent The Notary
13. Response to BSB's letter on Public Legal Education of 30 April 2020
14. Update on disciplinary cases
15. AML update, including preparations for supervisory assessment on 2 June 2020

PART III – Overseas Notarial Matters

These items are not for publication

16. Any other business
17. Date of next meeting