



## ADVISORY BOARD

### Risk register - headlines

#### Background

The Faculty Office maintains a risk register containing a record of present potential risks to it and the functions that it performs. It is reviewed roughly quarterly and changes made. The document contains mitigations and risks are given a numerical value according to both likelihood and severity before and after the mitigation. This is a sensitive and confidential document only circulated to the Master, Senior Management and the Audit Committee but it was thought helpful to share with the Advisory Board some of the headlines of matters that have changed.

#### Changes over the past quarter

Advisory Board – no recruitment of associate lay members because insufficient take-up to public adverts placed – now seeking to recruit by invitation – risk level unchanged

Faculty Office management and strategy – away day was proposed but is on hold due to Covid-19 until physical meetings become safer – risk level unchanged

Faculty Office HR policies and procedures – new internal staff handbook published May 2021 – risk level unchanged

Covid-19 was expected to have a damaging effect on Faculty Office finances, particularly around special marriage licences – actual income to an albeit conservative budget is better than budget – risk level has gone down

Legal Services Board intervention into Faculty Office governance – LSB report expected imminently – risk level unchanged

Inspections – succession planning needed as one inspector is returning – interviews arranged for candidates for the role – Faculty Office expects to recruit at least one additional inspector. Additionally, a data sharing protocol has been drafted – risk level unchanged.

Brexit – was considered a possible threat to supply lines etc - a limited trade deal was agreed between the UK and the EU. The Faculty Office has not experienced any difficulty with supplies or otherwise. Contract with Guru which provides the server for the Notary Pro function checked to ensure that all data is held within the UK and there is no data being held or transferred to the EU which might cause difficulty - risk level has gone down.

Covid-19 – remote working means that the Faculty Office has been able to function sufficiently well despite having limited access to the office – risk level has gone down.

May 2021