



FACULTY OFFICE

Quarterly Master's Council Meeting

To be held on Monday 1st November at 16:00 held via Zoom and office

AGENDA

Welcome and apologies

Opening matters : Declarations of interest relevant to the business of the meeting

Review minutes of previous meeting and action points/matters arising

PART I – England & Wales Notarial Matters

1. Faculty Office

- (i) Financial report and update and costings of governance changes following well led review (SG /HJD)
- (ii) Draft Governance Manual (NDT/MC)
- (iii) Draft Scheme of delegation (IB)
- (iv) Data Protection protocol for inspectors (IB/MB)
- (v) Risk Register -review
- (vi) KPIs update (if any)
- (vii) Inspections -update including Inspector's Retention & Disposal Guidance
- (viii) s.69 Order update
- (ix) Operations: Complaints (if any) against Faculty Office
- (x) Boards
 - Qualifications Board
 - Advisory Board – induction with the Master of the new members dates to be arranged
 - Audit Committee

2. LSB matters and priorities

- (i) feed back from LSB meetings and recent meeting with Matthew Hill
- (ii) LSB 2021 Annual Regulatory Performance Assessment clarification assessment questions to discuss

3. AML matters

AML supervisory report 2021

4. Legal Choices & RPIG

5. MTCOG

6. Any other business

PART II – Overseas Notarial Matters

These items are not for publication

PART III – Ecclesiastical Matters

These items are not for publication

7. Date of next meeting