



FACULTY OFFICE

Quarterly Master's Council Meeting - Minutes

Held on 01st November 2021 at 16:00 - via video conferencing

Present: Morag Ellis QC, Master of the Faculties ((Master)
Howard Dellar, Registrar Faculty Office (HJD)
Ian Blaney, Deputy Registrar Faculty Office (IB)
Neil Turpin, Chief Clerk Faculty Office (NT)
Mark Craig, Chair of the Advisory Board Faculty Office (MC)
Mili Bhanji, Risk, Compliance and Investigations Officer and Deputy Chief Clerk (MB)
Laura Southern (Trainee Solicitor) (LS)

In attendance: Sue Goss, Accountant for the Faculty Office

Declarations of interest

None

Review minutes of previous meeting and action points/matters arising

Minutes for the Masters Quarterly meeting dated 02nd August 2021 were approved and ready to be published.

PART I – England & Wales Notarial Matters

1. Faculty Office

Financial report and update

SG provided an update from 01 April to 31 October 2021 on:

- income and expenditure against budget
- marriage licence applications (414)
- practising certificate renewals (683)
- admissions (33)

In summary the overall outlook is positive, and we are on course in terms of income.

A discussion was then to be had about:

- benefits (savings) and snags in using WorldPay
- projected cost of using the Shared Intelligence Service (SIS) administered by FCA (budget for next year)

- Reallocation of funds to LSB action plan
- Projected increase in IT spend
- Inspections fund

MB to provide a short report on OPBAS' requirements for using SIS, including an analysis of the benefits and costs for consideration of next year's budget.

Draft Governance Manual

MC presented version 7. There will be one further and final interactive version to be published on our website with links to individual policies. **IB to be named as the "go to" person** in relation to the conflict management between HJD and LBMW.

Draft Scheme of delegation

IB presented the accompanying document and confirmed that some fine tuning still needed in relation to "reserved powers" and "procurement".

Data Protection protocol for inspectors

The Master agreed to the principle of having guidance to assist the inspectors to meet statutory guidance. She expressed her gratitude to those who drafted the guidance and to the inspectors for handing back practical comments on their experience on the draft document.

The Master approved the final document and realised this was serious for notaries and their clients and as such the document should be **published on the FO website**.

Risk Register

IB talked through the FO risk register and provided the following updates:

- No risks have gone up
- Health and safety/premises risk level down as the hybrid working is in place. Even if there are new variants or heightened risk due to winter months, in practice, the risk of disruption is down. No trade dispute due to Brexit to cause concern in terms of supply and goods.
- Governance – two lay members have been recruited and we have an away day planned for strategic planning. We have devised a Governance Manual and Scheme of Delegation to ensure appropriate information flow.
- Finance – we now have a reserve policy in place to mitigate the risk of loss of funds. Income is better than conservative budget. Succession planning is in progress.
- Regulatory performance – we are working through LSB action plan and
- Reputation risk – No negative press review following LSB performance review outcome and assessment demonstrates our commitment to act. MB keeping an eye on disciplinary cases.

IB to prepare a short report for the AB.

KPIs update

NT confirmed that the three existing KPIs are on track: admissions KPIs were on the FO website, Inspections KPIs would be due from April next year and KPIs for disciplinary cases where there has been an outcome this year will be uploaded at the end of the year.

This led to a discussion on the planned new KPIs. One is around the area of diversity and the other around evaluation of the governance manual at the end of 2022. The Master is aware of previous

discussions and agreed in principle to endorse these new KPIs but requested a short paper for her review and comment.

s.69 Order update

IB confirmed this was with Ministry of Justice.

Operations: Complaints (if any) against Faculty Office

None

Boards

- Qualifications Board (QB) – NT reported that the QB got off to a good start in September 2021. They are revamping the schedule of the meetings because of pressure on UCL to use this meeting for enrolment for same academic year.
- Advisory Board (AB) – MC reported that the AB welcomed new lay member Lesley Hurst at its meeting in September. Induction for both new lay members completed. The AB feedback was very positive. Focus of the AB meeting was on the then embargoed LSB Governance Review report. MC to prepare a report for the next meeting. The December Board will also be asked to consider the issues of Cyber Crime cover and cover for work intended for use in North America in relation to PII.
- Audit Committee – due to meet in November.

2. LSB matters and priorities

Feedback from LSB meetings and recent meeting with Matthew Hill

HD reported on the usefulness of having direct contact with Mathew Hill . He confirmed that LSB Consumer Panel costs are prohibitive. Positive response on discussions around diversity.

LSB 2021 Annual Regulatory Performance Assessment clarification

MC raised the point that the answers to the questions formed part of the action plan.

HD to email Mathew Hill to express disappointment around continual changing in our relationship management team

3. AML matters

MB reported that there was a new requirement under the Money Laundering Regulations for Professional Body Supervisors to publish an annual report of their supervisory activities. The FO will publish the accompany report today.

4. Legal Choices & RPIG

HD confirmed that the next Legal Choices meeting is scheduled for the 8th of December at the FO offices.

5. MTCOG

Nothing to report.

6. Any other business

There was a discussion around topics for the away day.

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

To be confirmed.