



FACULTY OFFICE

Quarterly Master's Council Meeting

To be held on 2nd August 2021 at 16:00 held via video conferencing

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
- (ii) Review of Master's meeting schedules and standard agenda items.
- (iii) Our strategy, incl; the Master's priorities, planning for the open forum.
- (iv) KPIs update
- (v) Risk Management - Internal Risk Register – review
- (vi) Inspections -update including Inspector's Retention & Disposal Guidance
- (vii) s.69 Order update
- (viii) CPE consultation response
- (ix) Operations: Complaints (if any) against Faculty Office
- (x) Boards
 - Qualifications Board
 - Advisory Board – induction with the Master of the new members
 - Audit Committee – recruiting new lay members

2. LSB matters and priorities

- (i) feed back from LSB meetings
- (ii) Diversity including discussion re LSB initiative letter from Matthew Hill dated 19/07/2021
 - LSB Diversity , Inclusion and disciplinary sanctions.
- (iii) Well led review – open discussion
- (iv) collaboration with the other regulators

3. AML matters

4. Legal Choices

5. RPIG

6. MTCOG

7. Any other business

PART II – Overseas Notarial Matters

These items are not for publication

PART III – Ecclesiastical Matters

These items are not for publication

8. Date of next meeting