



## **FACULTY OFFICE**

### **Quarterly Master's Council Meeting - Minutes**

Held on 2<sup>nd</sup> August 2021 at 16:00 - via video conferencing

Present: Morag Ellis QC, Master of the Faculties  
Howard Dellar, Registrar Faculty Office  
Neil Turpin, Chief Clerk Faculty Office  
Katya Churchill (Trainee Solicitor)  
Gabriel Francis-Dehqani (Intern)

In attendance: Sue Goss, Accountant for the Faculty Office

#### **Declarations of interest**

None

#### **Review minutes of previous meeting and action points/matters arising**

To be circulated and reviewed out of meeting.

### **PART I – England & Wales Notarial Matters**

#### **1. Faculty Office**

##### Financial report and update

SG confirmed that FO was on course for the budgeted figures and presented her report.

There was a discussion around the deficit and the need to manage the decline in special licences. SG to be involved in preparing a contingency model in anticipation of the outcomes of the marriage reform act.

##### Review of Masters' meeting schedules and standard agenda items.

NT suggested the Member's meeting should be around the time when the accounts get signed off so they can be presented to a wider body.

The Master suggested publication of the LSB's report.

##### Master's priorities and strategy

The Master proposed the following priorities, but a final decision will depend on the complexity of LSB's action plan:

- *Greater Diversity,*

- *Greater Transparency*
- *Encouraging the Growth of the Professions*
- *Public Accountability and Service.*

#### KPIs update

None

#### Risk Management - Internal Risk Register – review

In the light of the increased risk of flooding (due to recent flood of the basement), the Master called for priority to digitise all paper-based records.

Disruption due to staff absences and associated risks were discussed and it was agreed that to mitigate these situations the FO would explore the following contingencies:

- Amend the schedule for next year's meeting dates to account for holiday periods
- Produce a publication policy (include where FO might deviate from publication items on website)
- Review processes (possibility of introducing a designated governance clerk)

#### Inspections - update including Inspector's Retention & Disposal Guidance

This item has been deferred due to staff absence.

#### s.69 Order update

Nothing to report.

#### CPE consultation response

NT reported that FO had received a reasonable response to the consultation and has published its own response onto the website.

#### Complaints

No new complaint against the FO reported.

Mr A. Kerr's license has been suspended. No response or contact yet.

#### Boards

- **Qualifications Board**  
There was a discussion around the lack of lay member contributions.
- **Advisory Board**  
Master agreed that it would be beneficial to have the Chairman prepare a short report for these quarterly meetings and for the FO to arrange an induction with the new lay members.

This led to a discussion about opportunities for meetings. NT suggested holding an event for newly qualified notaries. The Master agreed that a reasonably costed early evening activity along these lines would work well.

- Audit Committee  
Meeting planned after practising certificate renewal round completed.

## **2. LSB matters and priorities**

### Feedback from LSB meetings

None

### Diversity

Discussion around LSB initiative letter from Matthew Hill dated 19 July 2021

HD reported that with agreement from the Master he had written to Mathew Hill confirming the FO's full support of LSB's diversity initiative.

### Well led review – open discussion

Noted that LSB to release action plan by early September.

### Collaboration with the other regulators

HD working on this with a focus on smaller regulators.

## **3. AML matters**

Nothing to report. Economic crime levy isn't going to affect the Faculty Office or our regulated community in any meaningful way.

## **4. Legal Choices**

Not convened since last meeting.

## **5. RPIG**

Nothing to report.

## **6. MTCOG**

Nothing to report.

## **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**

Monday 01 November 2021