



FACULTY OFFICE

Quarterly Master's Council Meeting

To be held on Monday 7th February at 15.30 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

- 1.1 Financial report and update (SG /HJD)
- 1.2 Appointment of auditors (SG/HJD)
- 1.3 Business plan update (HJD)
- 1.4 Risk Register -review (IB)
- 1.5 KPIs update (if any) (NDT &MB)
- 1.6 s.69 Order update (IB)
- 1.7 Operations: Complaints against Faculty Office
- 1.8 Consultations including LSB business plan (open) and LSB consultation on statement of policy(closed)
- 1.9 Boards
 - 1.9.1 Recruitment to the Advisory Board, Qualifications Board and Audit committees (HJD)
 - 1.9.2 Qualifications Board
 - 1.9.3 Advisory Board
 - 1.9.4 Audit Committee – Management charge agreement re provision of services between LBMW and Faculty Office.

2. LSB matters and priorities

- 2.1 LSB 2021 Annual Regulatory Performance Assessment clarification assessment and Well led review action plan
 - 2.1.1 Governance Manual update (NDT/MC)
 - 2.1.2 Consumer survey update (NDT)

3. AML matters

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These items are not for publication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

- (i) Marriage law update

These items are not for publication

7. Date of next meeting

7th March 3.30pm. Zoom or 1 The Sanctuary- Master's meeting