



The Faculty Office action plan to accompany the Business Plan 2022-2025 -the Master's Priorities

Following the publication of our business plan we have produced this Action Plan to assist in keeping the Faculty Office team on track in delivering the Master's Priorities over the next three year period.

The following four points are central to demonstrating the Faculty Office's commitment to delivering the Master's priorities on time and within the Faculty Office's agreed budgets for the period.

1. In order to place the action plan, its delivery and its monitoring at the heart of the Faculty Office's work stream, it has become (from 1 September 2022) a very substantial aspect of our Master's Quarterly Council meetings and will be a standing item on the agendas of the following boards and committees:
 - Master's Council
 - Master's Audit Committee
 - Advisory Board
 - Qualifications Board

2. Each item in the action plan has a designated staff lead, and also a board or committee with designated oversight of each item.
3. Where any new or amended policy documents are referred to, these will be formally included within the Faculty Office's governance manual.
4. The timescale for the completion /development / introduction of the priorities are included in this Action Plan.

The Faculty Office acknowledges that there may be a need for additional external expertise in some areas and that will be put in place as required. The Faculty Office is well used to engaging outside expertise, and that will be the case to address the challenges of the action plan, should additional assistance be needed.

Other items have their own delivery timescale noted within the action plan.

Action plan 2022-2025							
Priorities	Protecting and promoting the interests of the consumer			Staff lead / oversight	Committee lead / oversight and ongoing review	Timescale for delivery	Status at 1.9.22
1. Entity Regulation & S69 Order	We will aim to complete the next phase of the Faculty Office's Entity Regulation project. We will continue to work with the Ministry of Justice and other stakeholders for the Order under section 69 of the Legal Services Act 2007 to enable the Faculty Office to have the legislative underpinning and begin its implementation. Brexit and Covid has delayed this project but	In active development This remains a sizeable project and the Faculty Office is dependent on the MOJ in particular to progress the s 69 Order and the timetable remains uncertain. The Deputy Registrar is heading this work stream and will report on progress at each Quarterly Board meeting.		Deputy Registrar	Master's Council	March 2025	

	<p>this is an important priority for us and necessary for consumer protection. We will look to work with other regulators as entity regulation for the notarial profession is rolled out.</p>	<p>The S69 order will also be reviewed by:</p> <ul style="list-style-type: none"> • Advisory Board • Master's Audit Committee • Master's Council 					
2. Insurance minimum terms	<p>Insurance minimum terms, run off cover and the level of cover all need consideration and relevant changes made to our rules following a suitable consultation and after taking into account the findings of the LSB's research into the state of the professional indemnity market.</p>	<p>Consultation will be undertaken in the 2nd Quarter of 2023 with a rule change application 4th Quarter 2023/1st Quarter 2024</p> <p>Progress will be reviewed at:</p> <ul style="list-style-type: none"> • Master's Advisory Board 		Chief Clerk	Master's Advisory Board	March 2024	
<p>Protecting and promoting the public interest and promoting and maintaining adherence to the professional principles.</p>							

3. Discipline system review	The Faculty Office discipline system is due for a review and there will be a Call for Evidence. We will start with a listening and consultation exercise with the expectation that some changes could be made to it. Given most notaries are non-contentious practitioners there is a potential shortage of suitably qualified “nominated notaries” (who act as investigators/prosecutors) for the range of disciplinary cases brought.	Call for evidence will take place in the 2 nd Quarter of 2023; Consultation in the 1 st Quarter of 2024; Rule Change application in the 3 rd /4 th Quarter of 2024.		Deputy Registrar	Advisory Board	Dec 2024	
4. Review of our regulatory arrangements – Modernisation of accounts	We will continue to review our regulatory arrangements with particular emphasis on the three sets of accounts rules: the Notaries Accounts Rules 1989 (as amended), the Notaries’ Accounts (Deposit Interest) Rules 1989 and the Notaries Trust Accounts Rules 1989, as they are in need of modernising and consolidation.	Consultation will take place in the 1 st Quarter of 2023 with a Rule Change application in the 3 rd /4 th Quarter of 2023.		Chief Clerk	Master’s Council	December 2023	

5. Sanctions	The Faculty Office will continue to re-inforce the sanctions regime as outlined in its sanctions action plan and keep this work stream under review.	Ongoing and will be reviewed at each Master's Quarterly Board Meeting		Risk, Compliance and Investigations Officer and Deputy Chief Clerk	Master's Council	February 2022	
6. Reserves	At the Faculty Office we will continue to build up the Faculty Office's reserves to the equivalent of six month's expenditure. Some additional funding will be allocated towards governance improvements at the Faculty Office particularly around the clerking of meetings.	Ongoing and will be achieved by 31/03/2024 provided the FO budgets remain on track. Progress will be reviewed at the Master's Quarterly Board meetings.		Registrar	Master's Audit Committee	31/03/2024	
Encouraging an independent, strong, diverse and effective legal profession							
7. Diversity	Diversity – we will work with the profession and, in particular, with projects like the Notaries Society bursary scheme to widen the access to the notarial profession. We are committed to reviewing how to widen and diversify	Initial meeting with the Notary Society to discuss Notaries Society bursary scheme (4 th Quarter 2022). The Master will consider		Chief Clerk	Advisory Board	December 2024	

	pathways into the profession and developing a proposal as to how this might be achieved and its impact on our regulatory arrangements.	appointing a diversity champion in 1 st Quarter of 2023 to help the Faculty Office think through this workstream and to work with the Qualifications Board to suggest any rule changes. Consultation 1 st Quarter 2024 with rule change 3 rd Quarter 2024 (if required).					
8. Post-qualification requirements – Conveyancing, wills and Probate.	Post-qualification requirements: we will consider the post-qualification environment for notaries who wish to practice in conveyancing and in wills, probate and administration to ensure that the right level of supervision is in place.	Plan: Qualifications Board to consider and report to the Master in the 1 st Quarter 2023.		Deputy Registrar	Master's Council	March 2024	

9. Well Being	Wellbeing: we will consider how to better promote wellbeing amongst notaries, seeking to mitigate poor mental health and decision making, for example through the regime of continuing professional education.	In the 4 th Quarter of 2022 the Registrar will seek a meeting with the CEO of LawCare to explore how as a regulator The Faculty Office can better support LawCare and to further raise its existence amongst Notaries. By 1 st Quarter of 2025 the Qualifications Board will have considered whether to require a CPE module on Well being and if so how often that should take place.		Registrar	Master's Audit Committee	March 2025	
Supporting the constitutional principle of the rule of law							

10. Rule of Law lecture	The Faculty Office is committed to education initiatives on this regulatory objective and we are looking to hold a high-profile seminar to explore the importance of notaries in upholding the rule of law.	Sir Keith Lindblom (Senior President of Tribunals) has been invited and accepted the invitation to speak at an event in Westminster in February 2023 on the rule of law.		Registrar	Master's Council	February 2023	
Increasing public understanding of the citizen's legal rights and duties and improving access to justice. Legal Education.							
11. Legal Choices	We remain committed to the Legal Choices project and developing it further	The Registrar will encourage notaries to write articles for Legal Choices to widen the public's understanding of notarial services and their offering to the legal sector. He remains chair of Legal Choices.		Registrar	Master's Audit Committee	March 2025	

Status key:

Purple – not yet started

Red – under way but off track

Amber – under way

Green – under way and fully on track

Black – completed