



# THE FACULTY OFFICE

## THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

### NOTARIES (PRACTISING CERTIFICATE) RULES 2012

#### Consultation on Practising Certificate Fees 2023/24 & Business Plan Update – July 2023

***The Faculty Office is consulting on its proposals for the annual practising certificate fee for the year 2023/24 to fund the regulatory work of the Faculty Office. We are also providing an update on the three-year Business Plan on which we consulted last year.***

***The consultation will close at 5pm on 12 August 2022.***

#### Introduction and background

- [Business Plan](#)

You will recall that last year, for the first time in this format, we consulted on our proposed Business Plan for the three years ending 31 March 2025 which set out eleven priorities for the work of the regulatory arm of the Faculty Office to run alongside the day-to-day work. We are providing an update on the progress we have made against the Business Plan, a brief outline of the work undertaken to date and, where necessary, an explanation for where timing has slipped.

- [Practising Certificate Fee \(PCF\) for the 2023/24 practising year](#)

Notaries will know that one of the priorities which the previous Master, Charles George QC, set for the Faculty Office in his last six months in office was a reduction in the historic 'notarial deficit' in the Faculty Office accounts and the building up of an operating reserve equivalent to approximately six months operating costs. In order to achieve this more quickly, the Faculty Office introduced an additional levy over and above the normal PCF to be paid in two instalments in the practising certificate years 2021/22 and 2022/2023.

The combined effect of the collection of the levy (amounting to £79,400 in 2022/23) and prudent budgeting and expenditure controls has resulted in a net surplus in the year end accounts (year ending 31 March 2023) of £182,643. The deficit having been cleared by the end the financial year ending 31 March 2022, the accrued surplus now stands at £272,716 – which is broadly in line with our operating reserve policy goal of six months expenditure which we have achieved a year early.

Following a review of the banding system for PCF, Notaries will recall that we introduced an additional band for the current practising certificate year splitting the original £50,000 to £150,000 band into two: namely £50,000 - £90,000 and £90,001 to £150,000 – a move which was welcomed by the profession.

## PRACTISING CERTIFICATE FEE PROPOSALS FOR THE 2022/23 PRACTISING CERTIFICATE YEAR

The principal source of income to fund the regulatory work of the Faculty Office is, of course, the annual practising certificate fee (PCF) – amounting to some 78% of our income in 2022/23 (excluding the levy). PCF income may only be spent on one or more of the permitted purposes<sup>1</sup> which are:

- (a) the regulation, accreditation, education and training of relevant authorised persons and those wishing to become such persons, including—
  - (i) the maintaining and raising of their professional standards, and
  - (ii) the giving of practical support, and advice about practice management, in relation to practices carried on by such persons;
- (b) the payment of a levy imposed on the approved regulator under section 173;
- (c) the participation by the approved regulator in law reform and the legislative process;
- (d) the provision by relevant authorised persons, and those wishing to become relevant authorised persons, of reserved legal services, immigration advice or immigration services to the public free of charge;
- (e) the promotion of the protection by law of human rights and fundamental freedoms;
- (f) the promotion of relations between the approved regulator and relevant national or international bodies, governments or the legal professions of other jurisdictions.

The majority (in excess of 90%) of the PCF income is spent on (a); the levy paid to the LSB and OLC accounts for 4.4% and the levy paid to OPBAS accounts for a further 1.6% with the remainder split between (c) and (f).

### Current position

The introduction of an additional turnover-based fee band for the practising certificate year 2022/23 (following consultation) was welcomed.

The fees for 2022/23 were:

Table 1

| Turnover      | Practising Certificate Fee | Deficit/Reserve Levy contribution (for 2 years) | Contingency Fund contribution | Total |
|---------------|----------------------------|---|-------------------------------|-------|
| Up to £15,000 | £470                       | £75   | £0                            | £545  |
| Up to £50,000 | £580                       | £85   | £0                            | £665  |
| Up to £90,000 | £615                       | £135  | £0                            | £750  |

<sup>1</sup> See S.51(4) Legal Services Act 2007

|                |        |      |    |        |
|----------------|--------|------|----|--------|
| Up to £150,000 | £895   | £135 | £0 | £1,030 |
| Up to £300,000 | £1,020 | £250 | £0 | £1,270 |
| Over £300,000  | £2,270 | £300 | £0 | £2,570 |

This generated an income of £566,717 (up slightly from £551,830 the previous year).

In the practising certificate year 2020/21 the Faculty Office lowered the contribution to the Contingency Fund for all notaries from £20 to £0. This was possible due to the recovery of costs in disciplinary cases ordered to be repaid to the Contingency Fund resulting in the fund maintaining a healthy balance as at 31 March 2020 of £154,414. We were able to maintain the zero contribution in 2021/22. We are pleased to report that non-recoverable expenditure on disciplinary cases has remained low and we are once again not proposing to seek a Contingency Fund contribution.

### Proposals for practising certificate year 2022/23

#### Contingency Fee

The Faculty Office Contingency Fund balance at 31 March 2023 stands at £160,239, a net reduction of £5,255 on the previous year but still above our target minimum fund of £150,000. Although there are a small number of disciplinary cases and investigations pending, as indicated above, the Master does not consider it necessary to add to the Contingency Fund balance in this practising certificate year and intends to maintain the Contingency Fund contribution at £0 across all bands.

#### Practising Certificate Fee (PCF)

Notaries will recall that, in 2016, the Faculty Office changed its accounting policy from a cash basis to an accruals basis and the year end was changed to 31st March. Prior to the change income was recognised in the accounts when it was received with the result that practically the entire income arising from the practising certificate fees was included in the year in which the income was received when in fact only 2 months (Nov & Dec) related to that accounting year and 10 months to the following year. The Faculty Office considered that to be an inaccurate reflection of the income generated from the practising certificate fees and so the decision to change to an accruals basis was made.

The Legal Services Board have also stipulated that, unless good reason can be shown, Approved Regulators ought to be accounting on an accruals basis. As a result of the change, a prior year adjustment was made to years 2014 and 2015 which resulted in a deficit of £268,549 in 2014 and which, at 31<sup>st</sup> March 2021, stood at £-117,206. In the PCF year 2021/22 the FO introduced a levy, payable over two years, and provided budgets in which it proposed to clear the deficit and build up an operating reserve amounting to approximately six months operating costs by 31 March 2024 (see Annex I). As already indicated above, due to prudent budgeting and controlled expenditure, we have achieved our aim a year ahead of schedule and the operating reserve currently stands at £272,716 which is a little over six months of the budgeted expenditure for the current year.

Draft budgets for 2023/24, 2024/25 and 2025/26 are annexed to this consultation (Annex II). Since the budget forecasts were prepared for last year we have, of course, seen significant inflation and which, despite record high interest rates, remains stubbornly high and well above the Government's target figure. The budgets have therefore assumed an anticipated inflation figure of 5% for 2024/25 and 3% for 2025/26. Clearly, if inflation can be brought under control more quickly, the budgets can be revised. However, given the current rate of inflation the Master, in consultation with the senior management team and her Audit Committee, has reluctantly determined that an 8% increase in the level of the PCF should be applied for the current year. However, as the levy was only applied for two

years, even taking into account the increase, there will be a net reduction of the total PCF payable across all bands.

The Master is therefore proposing the following fees for 2023/24:

Table 2:

| Turnover       | Practising Certificate Fee (Excluding the levy) | Practising Certificate Fee (including the levy) | Contingency Fund contribution | Proposed PCF for 2023/24 | Net change from 2022/23 |
|----------------|---|---|-------------------------------|--------------------------|-------------------------|
| Up to £15,000  | £470  | + £75 = £545                                    | £0                            | £505                     | -£40                    |
| Up to £50,000  | £580  | + £85 = £665                                    | £0                            | £625                     | -£40                    |
| Up to £90,000  | £615  | + £135 = £750                                   | £0                            | £665                     | -£85                    |
| Up to £150,000 | £895  | + £135 = £1,030                                 | £0                            | £965                     | -£65                    |
| Up to £300,000 | £1,020  | + £250 = £1,270                                 | £0                            | £1,100                   | -£170                   |
| Over £300,000  | £2,270  | + £300 = £2,570                                 | £0                            | £2,450                   | -£120                   |

We are keen to hear from notaries as to whether the suggested PCF fee is appropriate.

#### UPDATE ON OUR BUSINESS PLAN FOR THE TRIENNIUM ENDING 31 MARCH 2025

The Master's Priorities for the Faculty Office were, for the first time, developed into a more formal Business Plan for the three year period ending in March 2025 which we consulted on this time last year. Respondents were largely supportive of the proposals as presented. A small number of suggestions for additional changes, principally to aspects of the Notaries Practice Rules 2019 were made and these will be taken forward as changes to the Rules will be needed as other aspects of the Plan are progressed.

The Priorities were been grouped under the headings of the Regulatory Objective<sup>2</sup> to which it most closely aligns (although many will encompass more than one of the Objectives).

The Priorities are:

1. Entity Regulation and the conclusion of the required Order under Section 69 of the Legal Services Act.
2. Professional Indemnity Insurance – minimum terms and conditions and run-off cover.
3. A review of the Conduct and Discipline system.
4. A review and consolidation of the Notaries Accounts Rules.
5. Reinforcement of the sanctions regime as outlined in our action plan.
6. To build-up and maintain an appropriate level of operating reserves.
7. Work to increase the diversity of the profession.
8. A review of the post-qualification environment.
9. Promotion of wellbeing amongst the profession.
10. Promotion of the notarial profession's rôle in upholding the Rule of Law.
11. Promoting and developing the Legal Choices project in conjunction with the other Regulatory Bodies.

<sup>2</sup> The Regulatory Objectives are set out in [Section 1 of the Legal Services Act 2007](#)

Attached to this consultation at Annex III is a schedule setting out where we are up to against each of the priorities.

### Working with the Faculty Office

The Faculty Office will welcome enquiries from individual notaries on how they are to calculate their annual turnover. In essence we define turnover as gross fees/profit costs received net of disbursements charged to clients for the provision of notarial services and other legal services when acting *qua* notary.

Sole practitioners practising through a company (or other corporate structure) will be treated as having generated the declared turnover personally.

The Faculty Office is confident that notaries will act with integrity when assessing their own turnover and agreeing the amount with those notaries with whom they are in partnership. But we are seeking your views.

### THE FACULTY OFFICE

18 July 2023

### HOW TO RESPOND

Please respond in writing by 5pm on 14 August 2021 to The Faculty Office:

By email to: [consultations@1thesanctuary.com](mailto:consultations@1thesanctuary.com)

Please put "PRACTICE FEES CONSULTATION RESPONSE" in the subject line of your email

By post to: The Faculty Office, 1 The Sanctuary, Westminster, SW1P 3JT

### Questions about the proposed business plan and the proposed practising certificate fee/levy

|   |   |
|---|---|
| 1 | Do you agree with the overall proposal for the PCF set out in Table 2? If not, please outline your reasons.   |
| 2 | Do you agree the continued nil rate contingency fund fee? If not, please outline your reasons.  |
| 3 | Do you consider that the proposed PCF structure will have an adverse affect on equality, diversity or inclusion within the notarial profession. If 'yes' what do you consider the impact will be? |
| 4 | Do you have any comments on any aspect of this consultation or the progress update against our business plan?   |

### ZOOM – Consultation Drop-in meeting

Howard Dellar (Registrar) and Neil Turpin (Chief Clerk) will be available at an online 'drop-in' via Zoom to discuss any aspect of the proposals set out in this Consultation between 2pm and 3pm on Monday 31<sup>st</sup> July. A link to the meeting is set out below.

**Topic: Faculty Office Business Plan and PCF Consultation - drop-in**

**Time: 31<sup>st</sup> July 2022 2:00 PM – 3:00 PM BST**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85301472475?pwd=L0ErL1JnVy9RYnAyV2d6eDVUSFVYZz09>

**Meeting ID: 853 0147 2475**

**Passcode: 999764**

## Annex I– Faculty Office breakdown of the notarial deficit

### BREAKDOWN OF NOTARIAL ACCUMULATED (DEFICIT) SURPLUS @ 31/3/2022 & PROJECTED SURPLUSES FOR YEARS 2022/23; 2023/24; 2024/25

|  |   | £                  |
|--|---|--------------------|
| Retained surplus @                               |   |                    |
| 31/12/2006                                       |   | 6,033.00           |
| Y/e 31/12/2007                                   | Deficit   | -15,764.00         |
| Y/e 31/12/2008                                   | Deficit   | -26,090.00         |
| Y/e 31/12/2009                                   | Surplus   | 15,767.00          |
| Y/e 31/12/2010                                   | Surplus   | 2,412.00           |
| Y/e 31/12/2011                                   | Surplus   | 28,260.00          |
| Y/e 31/12/2012                                   | Deficit   | -3,534.00          |
| Y/e 31/12/2013                                   | Surplus   | 20,119.00          |
| Y/e 31/12/2014                                   | Adjusted Deficit following change to<br>accruals based accounting | -268,549.00        |
| Y/e 31/12/2015                                   | Surplus   | 6,220.00           |
| 15 months ended 31/03/2017                       | Surplus   | 26,383.00          |
| Y/e 31/03/2018                                   | Surplus   | 9,886.00           |
| Y/e 31/03/2019                                   | Deficit   | -10,945.00         |
| Y/e 31/03/2020                                   | Deficit   | -33,194.00         |
| Y/e 31/03/2021                                   | Surplus   | 125,790.00         |
| Y/e 31/03/2022                                   | Surplus (incl. yr. 1 levy)  | 207,279.00         |
| Y/e 31/03/2023                                   | Surplus (incl. yr. 2 levy)  | 182,643.00         |
|  |   |                    |
| <b>Accumulated surplus @ 31/3/2023</b>           |   | <b>£272,716.00</b> |
|  |   |                    |
| Y/e 31/03/2024                                   | Projected Surplus   | 58,098.00          |
| Y/e 31/03/2025                                   | Projected Surplus   | 54,340.00          |
| Y/e 31/03/2026                                   | Projected Surplus   | 40,540.00          |
|  |   |                    |
| <b>Projected accumulated surplus @ 31/3/2026</b> |   | <b>£425,694.00</b> |

## Annex II - Faculty Office Budgets 2023/24, 2024/25 & 2025/26

### FACULTY OFFICE BUDGET YEAR ENDED 31 MARCH 2024

#### NOTARIES

##### Income:

##### Practising Certificates:

##### England & Wales & Overseas

|  |         |         |
|--|---------|---------|
| Accrued income April-October 2023                  | 279,300 |         |
| 760 certificates (Nov 2023-March 2024)             | 220,354 |         |
| Balance 2022/23 renewal                            | 1,410   |         |
| Balance Levy 2nd instalment (from 2022/23 renewal) | 225     |         |
|  |         | 501,289 |

##### Channel Islands Registrations:

|  |        |  |
|--|--------|--|
| Accrued income April-December 2023       | 12,169 |  |
| 52 Registrations @ £300 (Jan-March 2024) | 3,900  |  |

|                                 |       |        |
|---------------------------------|-------|--------|
|                                 | ----- | 16,069 |
| UK Appointments                 |       |        |
| 50 x £625                       |       | 31,250 |
| Overseas Appointments           |       |        |
| 5 x £700 + 5 x £770             |       | 7,350  |
| Fee for calligraphy (56 x £165) |       | 9,240  |
| Certificates of Exemption (70)  |       | 10,500 |

|                     |  |                |
|---------------------|--|----------------|
| <b>Total Income</b> |  | <b>575,698</b> |
|---------------------|--|----------------|

##### Less Expenditure:

|                         |         |  |
|-------------------------|---------|--|
| Management Charge (60%) | 294,600 |  |
| Direct Expenditure      | 223,000 |  |

|                          |       |                |
|--------------------------|-------|----------------|
| <b>Total Expenditure</b> | ----- | <b>517,600</b> |
|--------------------------|-------|----------------|

|   |  |                |
|---|--|----------------|
| <b>Projected Notaries Surplus 2023/24</b> |  | <b>£58,098</b> |
|---|--|----------------|

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**FACULTY OFFICE BUDGET  
YEAR ENDED 31 MARCH 2025  
NOTARIES**

**Income:**

**Practising Certificates:**

**England & Wales & Overseas**

|  |         |
|--|---------|
| Accrued income April-October 2024      | 308,496 |
| 760 certificates (Nov 2024-March 2025) | 220,354 |

-----  
528,850

**Channel Islands Registrations:**

|  |        |
|--|--------|
| Accrued income April-December 2024       | 11,700 |
| 52 Registrations @ £300 (Jan-March 2025) | 3,900  |

-----  
15,600

UK Appointments  
50 x £625

31,250

Overseas Appointments  
10 x £770

7,700

Fee for calligraphy (56 x £165)

9,240

Certificates of Exemption (70)

10,500

**Total Income**

-----  
**603,140**

**Less Expenditure:**

|                         |         |
|-------------------------|---------|
| Management Charge (60%) | 322,800 |
|-------------------------|---------|

|                    |         |
|--------------------|---------|
| Direct Expenditure | 226,000 |
|--------------------|---------|

**Total Expenditure**

-----  
**548,800**

**Projected Notaries Surplus 2024/25**

**£54,340**  
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**FACULTY OFFICE  
YEAR ENDED 31 MARCH 2026  
NOTARIES**

**Income:**

**Practising Certificates:**

**England & Wales & Overseas**

|  |         |
|--|---------|
| Accrued income April-October 2025      | 308,496 |
| 760 certificates (Nov 2025-March 2026) | 220,354 |

-----

528,850

**Channel Islands Registrations:**

|  |        |
|--|--------|
| Accrued income April-December 2025     | 11,700 |
| 52 Registrations @ £300 (Jan-Mar 2026) | 3,900  |

-----

15,600

UK Appointments

30 x £625

18,750

Overseas Appointments

10 x £770

7,700

Fee for calligraphy (56 X £165)

9,240

Certificates of Exemption (70)

10,500

-----

**Total Income**

**590,640**

**Less Expenditure:**

|                         |         |
|-------------------------|---------|
| Management Charge (60%) | 320,100 |
|-------------------------|---------|

|                    |         |
|--------------------|---------|
| Direct Expenditure | 230,000 |
|--------------------|---------|

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**Total Expenditure**

**550,100**

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**Projected Notaries Surplus 2025/26**

**£40,540**

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## Annex II - Faculty Office Business Plan Update:



### **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 14.7.22 |
| 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 this is an important priority for us and necessary for consumer protection. We | <b>In active development</b> 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. The S69 order will also be reviewed by: |  | Deputy Registrar       | Master's Council                              | March 2025             |                   |

|   |   |  |  |                  |                         |            |   |
|---|---|--|--|------------------|-------------------------|------------|---|
|   | will look to work with other regulators as entity regulation for the notarial profession is rolled out.   | <ul style="list-style-type: none"> <li>• Advisory Board</li> <li>• Master's Audit Committee</li> <li>• Master's Council</li> </ul>   |  |                  |                         |            |   |
| 2. Insurance minimum terms  | 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>Consultation will be undertaken in the 2<sup>nd</sup> Quarter of 2023 with a rule change application 4<sup>th</sup> Quarter 2023/1<sup>st</sup> Quarter 2024</p> <p>Progress will be reviewed at:</p> <ul style="list-style-type: none"> <li>• Master's Advisory Board</li> </ul> |  | Chief Clerk      | Master's Advisory Board | March 2024 | Work has started and a paper has been presented to the Master's Advisory Board. Formal consultation delayed until later in 2024 |
| <b>Protecting and promoting the public interest and promoting and maintaining adherence to the professional principles.</b> |   |  |  |                  |                         |            |   |
| 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   | Call for evidence will take place in the 2 <sup>nd</sup> Quarter of 2023; Consultation in the 1 <sup>st</sup> Quarter of 2024; Rule Change application in the  |  | Deputy Registrar | Advisory Board          | Dec 2024   |   |

|  |  |   |  |  |                  |               |  |
|--|--|---|--|--|------------------|---------------|--|
|  | 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.  | 3rd/4 <sup>th</sup> Quarter of 2024.  |  |  |                  |               |  |
| 4. Review of our regulatory arrangements – Modernisation of accounts rules | 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 <sup>st</sup> Quarter of 2023 with a Rule Change application in the 3 <sup>rd</sup> /4 <sup>th</sup> Quarter of 2023. |  | Chief Clerk  | Master’s Council | December 2023 | Draft rules have been prepared and presented to the Advisory Board. Technical advice being sought from an accountant prior to formal wider consultation. |
| 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    | Due to prudent budgeting and controlled expenditure, we have achieved our aim a year ahead of schedule. The operating reserve currently stands at £272,716 which is a little over six months of the budgeted expenditure for the current year |
| <b>Encouraging an independent, strong, diverse and effective legal profession</b> |  |  |  |             |                          |               |   |
| 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 pathways into the profession and            | Initial meeting with the Notary Society to discuss Notaries Society bursary scheme (4 <sup>th</sup> Quarter 2022). The Master will consider appointing a |  | Chief Clerk | Advisory Board           | December 2024 | The Master has appointed a diversity champion to assist with this work. Our triennial diversity data collection will  |



|   |  |  |  |                  |                          |            |   |
|---|--|--|--|------------------|--------------------------|------------|---|
|   | developing a proposal as to how this might be achieved and its impact on our regulatory arrangements.  | diversity champion in 1 <sup>st</sup> 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 <sup>st</sup> Quarter 2024 with rule change 3 <sup>rd</sup> Quarter 2024 (if required). |  |                  |                          |            | be undertaken in the Autumn.  |
| 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 <sup>st</sup> 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  | In the 4 <sup>th</sup> Quarter of 2022 the Registrar will seek a meeting with the CEO of LawCare to explore how as a regulator   |  | Registrar        | Master's Audit Committee | March 2025 | The Registrar has met with the CEO of LawCare and discussions are under way |

|   |   |   |  |           |                  |               |   |
|---|---|---|--|-----------|------------------|---------------|---|
|   | through the regime of continuing professional education.  | The Faculty Office can better support LawCare and to further raise its existence amongst Notaries. By 1 <sup>st</sup> 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. |  |           |                  |               | with a view to a CPE module for notaries  |
| <b>Supporting the constitutional principle of the rule of law</b> |   |   |  |           |                  |               |   |
| 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 | The planned lecture took place in March 2023 and was very well received. A second lecture giving the European perspective is being considered |

|   |  |   |  |           |                          |            |  |
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| <b>Increasing public understanding of the citizen's legal rights and duties and improving access to justice. Legal Education.</b> |  |   |  |           |                          |            |  |
| 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 | The regulators have shown through the Legal Choices project that they can work effectively together for the public's benefit. The registrar has used the Notaries Society Conference 2022 and will do again in September 2023 to remind the profession of the importance of engaging with Legal Choices and using it to widen the public's understanding |

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**Status key:**

**Purple** – not yet started

**Red** – under way but off track

**Amber** – under way

**Green** – under way and fully on track

**Black** – completed