



FACULTY OFFICE

Minutes of the Meeting of the Qualifications Board
held at The Faculty Office, No 1 The Sanctuary
on Tuesday 13 June 2023

Present: Nicholas Hatzis (Chair)
Alex Galloway
Sophie Milburn
Anna Ostrowska
Iain Ostrowski-Rogers
Christopher Smith
Elaine Standish

In attendance:
Howard Dellar, Registrar, Faculty Office
Ian Blaney, Deputy Registrar, Faculty Office
Patrick Roberts, Clerk, Faculty Office
Jaymisha Tailor, Administrator, Faculty Office

1. APOLOGIES

Apologies were received from, Nicola Brant, Roger Eastman, Ugljesa Grusic, and Jenni Kennedy

2. MINUTES OF THE PREVIOUS MEETING

These were confirmed as correct nem con and signed by the Chairman.

3. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Ian Blaney circulated a paper concerning the post-qualification supervision of notaries in Conveyancing and Probate. The Master called for a review in the Faculty Office business plan. The paper considers whether the current 3-year period for supervision in Conveyancing and Probate is at the right level and contained 8 options for what to do differently. At the Advisory Board meeting earlier that day there had been some calls for support for proposals (1) and (8)

which suggested in-person supervision in these areas and also that the number of inspections be generally increased. Sophie Milburn asked whether there is a proven problem in this area. The Faculty Office responded that there is no evidence of poor supervision but at the same time Conveyancing and Probate presented a range of risks that needed to be adequately managed. There was general support for the Faculty Office taking the project forward and gathering further evidence and it was agreed that this paper would be added to the Agenda of the July meeting, at which time there might be a further update.

Patrick Roberts raised the changing nature of queries regarding applications by recent graduates and the references in support of those applications. It was agreed that academic references and professional references outside of legal work were acceptable in these cases and that the guidance notes would be updated accordingly.

4. NOTARIAL PRACTICE COURSE

Dr Grusic was absent and so Iain Ostrowski-Rogers briefly reported that the Year 2 Examination had been sat with a pass-rate of 2/3rds. A number of complaints had been received from students, principally its assessment and marking and Dr Grusic has reviewed and responded to these.

IO-R further reported that he is to stand down from the Course effective Autumn 2023. The growth of the Course over recent years coupled with the personal impact in having to address complaints from students had made his work unsustainable. He is happy to help with a handover to new staff and he is willing to continue to write the Course notes. There will be a meeting with the Dean of UCL Law School on 22 June.

Sophie Milburn proposed a vote of thanks from the Board for IO-R's work over the years and this was enthusiastically endorsed. The Faculty Office noted the persistently good feedback that it had heard from new notaries about IO-R.

5. REPORT FROM THE LAW TRAINING CENTRE (KENT)

A report from the Law Training Centre had been received and would be circulated to the Board after the meeting.

6. APPLICATIONS FOR CERTIFICATES OF EXEMPTION

(a) New Applicants

- 1) AF (2023/27) – is a recent graduate (2022) who is applying for exemptions from the five ‘core’ subjects on the grounds of in-date qualifications. The Board agreed that he be granted exemptions in the five ‘core’ subjects and that he obtain modules in the three professional subjects which he is happy to do.
- 2) KT (2023/28) – is a solicitor working in-house who is applying for a full Certificate of Exemption. The Board agreed that she be granted exemptions in the five ‘core’ subjects and in Conveyancing but that she provided details and/or transcripts of any qualifications in Company Law and Wills Probate & Administration as these are the grounds upon which she is seeking exemptions in those two areas. This application to be referred back to the full Board.
- 3) CC 2023/29) – is a trainee solicitor who is applying for a full Certificate of Exemption on the grounds of in-date qualifications. The Board agreed that he be granted exemptions in the five ‘core’ subjects and in Conveyancing and Company Law but requires that he obtains a module in Wills Probate & Administration as there was no evidence that he had completed an elective in this area.
- 4) CH (2023/30) – is a paralegal and current student sitting her final GDL exams in June 2023 with results expected in July who is applying for exemptions in the five ‘core’ subjects but not in the three professional subjects. The Board agreed that she be granted the exemptions sought subject to the receipt by the Faculty Office of her transcripts on successful completion of the exams and be required to obtain modules in the three professional subjects. It was also directed that it be made clear to the applicant that she must obtain the modules required before beginning the NPC as these cannot be done simultaneously.
- 5) DF (2023/31) – is a recent graduate applying for exemptions in the five ‘core’ subjects and in Company Law on the grounds of in-date qualifications. The Board agreed that she be granted exemptions in these areas and that she obtain modules in Conveyancing and in Wills Probate & Administration.

- 6) MH (2023/32) – is a recent graduate applying for exemptions in the five 'core' subjects and in Company Law on the grounds of in-date qualifications. The Board agreed that he be granted exemptions in these areas and in Conveyancing and that he obtain a module in Wills Probate & Administration.
- 7) KF (2023/33) – is a sole practitioner who is applying for exemptions in the five 'core' subjects and in Company Law on the grounds of regular and substantial practice but not in Conveyancing or Wills Probate & Administration. The Board agreed that he be granted exemptions in these areas and that she obtain modules in Conveyancing and in Wills Probate & Administration.
- 8) LT (2023/34) – is a part-time legal advisor who is applying for a full Certificate of Exemption on the grounds of regular and substantial practice. The Board directed that the applicant be informed that were he to apply on the grounds of in-date qualifications instead he would likely be granted a full Certificate of Exemption but that it would not pass muster on the grounds of professional practice. This application to be reviewed by the full Board.
- 9) MP (2023/35) – is a recent graduate who is applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption.
- 10) JM (2023/36) – is a recent graduate who is applying for a full Certificate of Exemption. The Board agreed that subject to provision of her GDL transcripts to the Faculty Office she would be granted a full Certificate of Exemption.
- 11) DD (2023/37) – is a solicitor in a general practice who is applying for a full Certificate of Exemption. The Board agreed that subject to provision of his LPC transcripts in regards to the three professional subjects he would be granted a full Certificate of Exemption.
- 12) OG (2023/38) – is a recent graduate who is applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.

- 13) SD (2023/39) – is a lecturer in law who has worked as a sole practitioner and solicitor in the past and is applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.
- 14) SI (2023/40) – is a solicitor originally qualified in Turkey who has completed the Qualified Lawyer's Transfer Scheme and is applying for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption.
- 15) PH (2023/41) – is a solicitor who is applying for a full Certificate of Exemption on the grounds of regular and substantial practice. The Board agreed that she be granted exemptions in the five 'core' subjects and in Company Law but that she provides further information as to her experience of Conveyancing and Wills Probate & Administration in the past ten years. It was also directed that it be made clear to the applicant that she cannot practice as a Notary Public in either Scotland or the United Arab Emirates on a faculty granted by the Faculty Office.
- 16) KD (2023/42) – is a contract lawyer applying for a full Certificate of Exemption on the grounds of having recently completed SQE 1 (with an SRA exemption from SQE 2) who is shortly to be granted an SRA practicing Certificate. The Board agreed that she be granted a full Certificate of Exemption.
- 17) JD (2023/43) – is a barrister and solicitor who is applying for a full Certificate of Exemption. The Board agreed that she be granted a full Certificate of Exemption.
- 18) BD (2023/44) – is a solicitor in a general practice who is asking for a full Certificate of Exemption. The Board agreed that he be granted a full Certificate of Exemption.
- 19) SA (2023/45) – is a recently admitted solicitor and recent graduate who is applying for a full Certificate of Exemption. The Board agreed she be granted a full Certificate of Exemption on the basis of her qualifications.

- 20) HG (2023/46) – is a solicitor in a general practice who is applying for exemptions in the five ‘core’ subjects and in Conveyancing. The Board agreed that she be granted exemptions in these areas and that she obtain modules in Company Law in Wills Probate & Administration.
- 21) BA (2023/47) – is a solicitor specialising in immigration law who is applying for a full Certificate of Exemption on the grounds of regular and relevant practice. The Board agreed that he be granted exemptions in the five ‘core’ subjects but that that he provide further information as to his caseload on the three professional subjects.
- 22) YG (2023/48) – is a trainee Notary at Saville & Co Notaries and recent graduate who is seeking a full Certificate of Exemption. Sophie Milburn declared an interest. The Board agreed that subject to her successfully obtaining the modules currently being studied at the LTC she will be granted a full Certificate of Exemption.
- 23) SM (2023/49) – is a solicitor in general practice who is seeking a full Certificate of Exemption. The Board agreed that she be granted exemptions in the five ‘core’ subjects and in Conveyancing but that she be required to obtain modules in Company Law and Wills Probate & Administration.

(b) Further Consideration

- 1) RM (2023/13) – had applied for a full Certificate of Exemption as a solicitor in general practice. The Board granted her exemptions in the five ‘core’ subjects and in Wills Probate & Administration but had required further evidence be provided of her caseload in Company Law and Conveyancing. The applicant had done this in her email of 31 March 2023. The Board agreed that she be granted a full Certificate of Exemption.
- 2) ZS (2023/14) – had applied for a full Certificate of Exemption as a solicitor working mainly in Higher Education institutions who had passed the SRA Professional Skills Course. The Board had agreed that she be granted exemptions in the five ‘core’ subjects but required that she obtain modules in the three professional subjects. In her email of 2 April 2023, she had accepted her needing to complete modules in Wills Probate & Administration and in

Conveyancing but had asked that her experience of dealing with Companies be considered to afford her a lone exemption in that area. The Board reviewed the information and declined to grant an exemption in Company Law and requires that she obtain modules in all three professional subjects.

- 3) AN (2023/6) – had applied for exemptions in the five ‘core’ subjects and in Company Law in in Wills Probate & Administration as a solicitor admitted under the QLTS. The Board had asked for further information including his QLTS transcript to be provided and any further information as to his personal experience in Company Law and Wills. In his email of 14 April, the applicant stated that he was happy for the Board to make a decision based on the information so far provided. The Board agreed that he be granted exemptions in the five ‘core’ subjects but that he be required to obtain modules in the three professional subjects.
- 4) AD (2023/8) – had applied for a full Certificate of Exemption on the grounds of being a solicitor in general practice. The Board had granted her exemptions in the five ‘core’ subjects and in Conveyancing but had required that she provide further information of her personal experience in Company Law and Wills Probate & Administration. In her letter of 19 April, the applicant had provided further information. The Board declined to grant any further exemptions and requires that she obtain modules in Company Law and Wills Probate & Administration.

7. APPLICATIONS FOR RECOGNITION UNDER RULE 8.2

There were none.

8. APPLICATIONS FOR VALIDATION OF COURSES

There were none.

9. REFERENCES TO BOARD PURSUANT TO THE SCRIVENERS (QUALIFICATION) RULES 2019

There were none.

10.ANY OTHER BUSINESS

There was none.

11.DATE OF NEXT MEETING

19 July (online).