

Final

Legal Services Regulatory Authority – Authority Meeting Minutes

Location: Royal College of Surgeons in Ireland, 123 St. Stephen's Green

Date: 5 December 2016

Time: 17.30 – 19.30

Agenda: Copy attached.

Attendees:

Authority Members	Secretary	Interim LSRA staff (in attendance)
Don Thornhill – Chairperson	Martin McDermott	Renee Dempsey
Angela Black		Ultan Ryan
Deirdre McHugh		
Gerry Whyte		
Stephen Fitzpatrick		
David Barniville		
Joan Crawford		
Eileen Barrington		
James MacGuill		
Geraldine Clarke		

Apologies:

Dermott Jewell

Item 1

1.1 The Chairperson welcomed the Authority Members and introduced Ultan Ryan as the new staff member of the Authority (in accordance with section 25 of the Legal Services Regulation Act 2015) on secondment from the Department of Justice & Equality. The Authority Members welcomed Mr. Ryan's appointment to the role.

1.2 The Authority Members approved the agenda for the meeting.

1.3 The Authority Members approved the minutes of the meeting of 26 October.

1.4 Decision

Clarify with DOJ officials that there is nothing precluding their being named in the minutes of Authority's meetings.

Item 2

2.1 The Chairperson, based on the action point from the previous meeting, brought forward the name of a candidate for the role of Chief Executive (Interim) (in accordance with section 24 of the Legal Services Regulation Act 2015). The Chairperson proposed Renee Dempsey and outlined her considerable experience including at Chief Executive level. The Authority Members agreed to Ms. Dempsey's appointment but noted concern with regard to the fact she would be unavailable for a period in March as this is close to the Authority's reporting deadline under sections 118 and 119. It was agreed to invite Ms. Dempsey to address the meeting.

2.2 It was noted by the Authority Members that although Ms. Dempsey's terms and conditions were those approved at the initial Authority meeting on 26 October 2016, these would not necessarily be the terms and conditions put in place for the permanent Chief Executive, when appointed.

Item 3

3.1 The Authority Members discussed the papers outlining the hiring processes for the permanent CEO position and how that would differ if the process were undertaken by the Public Appointments Service or a private sector supplier.

3.2 Decision

After a thorough discussion in which the Authority Members considered the need to manage costs and the need to advance the recruitment process as quickly as possible , it was reluctantly agreed to source a private sector firm in accordance with public service tendering procedures to undertake the process of hiring the Authority's permanent Chief Executive. It was agreed that the Authority Executive would begin the process of tendering for this function as soon as possible.

Item 4

4.1 The Secretary provided updates on the following:

- Staffing
- Accommodation
- Commencements
- Webpage Design
- Financial Year End
- Establishing Financial Management Capacity
- Banking
- Section 23 requirements
- Document Security / Encryption

4.2 Decision

Arising from the updates, the following decisions were taken:

The Authority Executive would draft a financial governance framework setting out expenditure limits and approvals for the various account signatories.

The Authority Executive would undertake research and draft a paper on the issue of indemnification / insurance for the Authority, its Members and its staff.

That document security (encryption at source) would continue as is for the moment.

Item 5

5.1 The Secretary outlined the developments with section 118 & 119 processes since the previous meeting. The Chairperson thanked the Members who had served as part of the sub-committee for the tendering process.

5.2 Decision

It was agreed that the Chief Executive (Interim) would set out a process for approval involving screening, selection and commissioning of a provider, once responses had been received in the tendering process.

Item 6

6.1 The Authority Members discussed the paper that had been provided on the consultation and reporting requirements of section 120 of the 2015 Act.

6.2 Decision

The Authority Executive will prepare a draft plan for approval at the next meeting of the Authority. This plan will have regard to the time and other resource requirements of the other consultations (S118 and S119) which the Authority is required to undertake.

Item 7

7.1 The Authority Members discussed the paper on the transfer of staff from the Law Society and the Bar Council to the Authority.

7.2 Decision

It was agreed that the Chief Executive (Interim) would seek to hold discussions with the Director of the Bar Council and the Director General of the Law Society once she was in a position to offer some clarity on when this process might reasonably be advanced.

Item 8

8.1 Decision

The Authority Members agreed to defer any discussion on this point until the September meeting in 2017.

Item 9

9.1 The Authority Members discussed the need for the Authority to have its own corporate identity and online presence and associated corporate branding.

9.2 Decision

It was agreed that the Chief Executive (Interim) would undertake some market research into obtaining the relevant advice, design and support in this area.

Item 10

10.1 The Authority Members held a brief closed session.

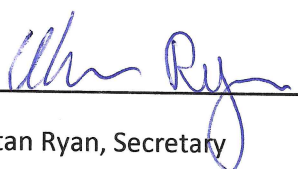
Item 11

11.1 Under AOB, the Authority Members discussed the confidentiality of Authority meeting discussions and the need for the secretariat to issue a resumé of decisions taken to the Authority Members as soon as possible after each meeting.


11.2 Decision

It was agreed that the detail of all discussions would remain confidential until the minutes of those meetings were published.


Final Minutes Signed



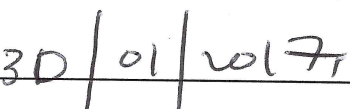
Ultan Ryan, Secretary



Date



Dr Don Thornhill, Chairperson



Date