

FINAL**Legal Services Regulatory Authority – Plenary Meeting Minutes**

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

Date: 19 January, 2017

Time: 17:30 to 19:30

Agenda: Annex I

Attendees:

Authority Members	Executive and Secretariat	Others
Don Thornhill – Chairperson	Renee Dempsey – CEO (Interim)	
Angela Black	Ultan Ryan - Secretary	
Deirdre McHugh		
Gerry Whyte		
Stephen Fitzpatrick		
David Barniville		
Joan Crawford		
Eileen Barrington		
James MacGuill		
Geraldine Clarke		
Dermott Jewell		

Item 1

- a. **Agenda approved (Doc 20170119-LSRA-A-01)** – see Annex 1
- b. Declaration of interests – none declared
- c. Approval of Minutes and matters arising: (Doc 20170119-LSRA-A-02): Minutes approved subject to one change. It was agreed that the finalised minutes will be signed by the Chairperson and circulated to Authority Members.

Clarification agreed that Minutes of meetings and disclosing the fact of decisions should not be discussed outside the Authority membership until the Minutes were agreed, finalised and signed by the Chairperson.

Item 2

- a. **Financial Report: For Budget Line (Doc 20170119-LSRA-A-03):** The draft budget line was discussed by members with some changes and clarifications agreed.

- b. The changes to Budget Line approved by Authority Members are set out in the attached spread sheet:
- c. The Interim CEO explained that while a 25% calculation applied for rent, light, heat etc. in the Budget Line, the cost of start-up for securing and fitting new premises was not reflected. This will be included once the project plan on premises has been scoped with OPW.
- d. The Authority Members agreed that Project Manager(s) were needed for Start-up Project on Complaints and Disciplinary functions of the Authority, including premises and associated infrastructure, and staffing (transfer and recruitment).
- e. Payment Authorisation Limits (Doc 20170119-LSRA-A-04). Short-term limits approved but may be reviewed and revised with Authority Members' approval if requirement arises.

Item 3

- a. **CEO Report (Doc 20170119-LSRA-A-05)** was presented to the Authority Members and Approved. The Members agreed that the Interim CEO proceed with the following:
 - i. The Authority to adopt the DPER Code of Practice for the Governance of State Bodies and associated guidelines
 - ii. The Authority to draw on the DJE Audit Committee in the short term. This committee has significant external membership. The Authority Members agreed this with reservations, having regard to the essential requirement of perceived independence of the LSRA and also in the anticipation of the Authority having its own Committee as soon as was practicable.
 - iii. The Authority to set up its own Finance Audit and Risk (FAR) sub-committee in 9-12 months' time.
 - iv. The Executive to engage with shared service providers, including payroll to explore feasibility and suitability of acquiring such services on a contract basis for the operational needs of the Authority.
 - v. Members discussed uncited reports that the Tánaiste had announced that the LSRA would be fully-functioning by the end of summer, 2017. Following discussion and concerns raised by Members it was agreed that the Chairperson would write to the Tánaiste conveying the LSRA Members' concern to ensure that the Commencement of Part 6 of the LSR Act leading to the transfer of the complaints and disciplinary functions did not take place before the Authority was properly and adequately equipped and resourced to carry out these functions
- b. **CEO Report (contd) (Doc 20170119-LSRA-A-05a)**: An information paper was presented to the Authority Members. Members were informed that

the State Claims Agency (SCA) would cover the majority of LSRA functions and that a letter of comfort would be secured until the Authority was listed under Statutory Instrument by DPER. Clarification is needed on what additional cover is required for the Authority and its Members. Authority Members agreed that this may mean securing the professional advice of an insurance risk assessor.

Item 4

- a. **Permanent CEO (Doc 20170119-LSRA-A-06):** Authority Members agreed that the Executive proceed with using the OGP Framework Agreement for Executive Search Services for the recruitment of a permanent CEO and the filling of other Director or Specialist posts covered under the Framework.
- b. An interview board will be required and the Chairperson informed the Authority Members that he was seeking 2 members to form part of a 5-person board. Members to contact the Chairperson directly in the matter. As part of the selection process, this board will engage with the Interim CEO on the process of assessment and interviews of those shortlisted.

Item 5

- a. Sections 118,119 and 120 were commenced by the Tánaiste on 5 December, 2016 (S.I. No. 630 of 2016). These are time bound and the Authority Members noted that the securing of a Legal Services provider to action these sections is in progress and that these sections will be the first key work piece for the Legal Services provider.
- b. The sub-committee of the Authority Members assigned to the evaluation of the Legal Services SRFT responses met on 18 January 2017 and the evaluation report is being finalised. Authority Members agreed that the sub-committee and Executive proceed with the finalisation of the process for selection with a view to mid-February 2017 (bearing in mind 14-day standstill period following notification).

Item 6

- a. **Corporate Branding and Website:** Corporate branding will be progressed later in the year. Website solutions are being followed up and will include options for secure members' login functions to access documents more efficiently than under current arrangements.

Item 7

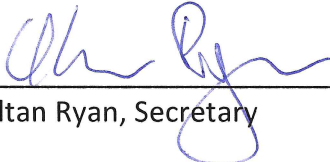
- a. Closed Session

Item 8

- a. Next meeting 9 March 2017 at 17:30

Action Points	
Agenda Item	Action
1	Secretary to amend and finalise minutes for signature by Chairperson
2	Executive to amend Budget Line as agreed
	Executive to proceed with process of recruiting Project Manager
	Executive to apply Authorised Spending Limits
3	Authority to apply DPER Code of Practice for State Bodies and associated guidelines
	Interim CEO to write to DJE Audit Committee to confirm agreement that LSRA be covered until Finance Audit and Risk Committee established (9 months)
	Executive to engage with DPER and the National Shared Services Office (NSSO) on feasibility of being included as a body for Payroll and other Shared Services.
	Executive to engage services of an insurance risk assessor to review additional insurance requirements not covered by State Claims Agency (SCA)
	Chairperson to write to Tánaiste in relation to commencement of Part 6 of the Act (Complaints)
4	Authority to proceed with engaging OGP Framework Agreement for the provision of executive search services for the recruitment of a Permanent CEO for the Authority plus feasibility of recruitment for specialist roles under that Framework
	Chairperson to construct an assessment and interview panel for the purpose of selecting Permanent CEO
5	Evaluation and Selection of Legal Services providers to be completed and Sections 118,119 and 120 be actioned with selected firm.
6	Executive to explore solutions for Members Login and development of Website

Final Minutes Approved and signed:



 Ultan Ryan, Secretary

_____16/03/2017_____
 Date



 Dr Don Thornhill, Chairperson

_____16/03/2017_____
 Date