

Legal Services Regulatory Authority – Minutes

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

Date: 9 March, 2017

Time: 17:30 to 20:00

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

1. Agenda Approved (Doc 20170309-LSRA-A-01) – see Annex I
2. Declaration of interests – none declared
3. Approval of Minutes (Doc 20170309-LSRA-A-02). Minutes approved subject to one change. Final minutes to be signed by Chairperson and Secretary, and circulated to members. Proposed DB, seconded GC.

4. Matters Arising. Members agreed that finalised, signed minutes for meetings of 29 October 2016, 5 December 2016 and 19 January, 2017 be published to LSRA website as soon as practicable.

Chairperson updated the members on correspondence issued to Tánaiste following on from meeting of 19 January, 2017. Response from Tánaiste was received on 9 March, 2017 and read to members by Chairperson. Secretary to circulate this letter to members.

Item 2

1. Financial Report – (Doc 20170309-LSRA-A-03). Summary Financial Report was circulated to members. CEO informed members that Management Accounts had been received from Authority accountants in recent days and it was agreed that the Secretary should circulate these to members.

Item 3

1. CEO Report – (Doc 20170309-LSRA-A-04). (Some matters dealt with under Agenda Items 4 thru' 7)

- a. Indemnification/Insurance: Copy of correspondence from DPER in respect of indemnification for members of State Boards under Appendix 1 of General Council Report 1357 was circulated to members for examination. The members were also informed that LSRA will be added as a new body for cover by State Claims Agency.

Following discussion, it was agreed that the matter should be referred to the Authority's legal service providers for examination and clarification on adequacy of cover for Authority, including Board Members.

- b. Premises for LSRA: CEO informed the members that OPW considering taking LSRA on as client for premises and fit-out. Response from OPW expected within the week. If OPW not involved, Authority will need project management resource for premises project in addition to project management for staffing and business set-up.

- c. Banking:

The following proposed DMch and seconded EB and approved by Board.

- i. Approval from board was sought for a business credit card for LSRA to be held by Interim CEO with limit of €5,000.
- ii. Approval from board was sought for increasing authorised spending limits for Interim CEO from €5,000 to €100,000 and Senior Manager (Secretary) from €2,000 to €20,000; these limits being within Civil Service guidelines for the grades involved. The increase limits required due to legal services,

accountancy and other anticipated spending needs of the Authority from Q2, 2017.

- d. Annual Report:
Authority approved CEO's approach to drafting and circulation of Annual Report for 2016. Deadline for submission to Minister for Justice & Equality is 30 April, 2017.
- e. Strategy Statement:
Having considered the requirements under Section 20(1) of the Act, that "the Authority shall, as soon as practicable... prepare and submit to the Minister a strategic plan", the Authority agreed that drafting of the 3 year Strategy Statement be reserved for the Permanent CEO.
- f. T&S policy:
Authority approved that Civil Service T&S rates apply to LSRA. The revision of T&S rates from 1 April, 2017 were noted.

Item 4

1. Update on recruitment of CEO: Responses to Supplementary RFT under OGP Framework for Executive Searches expected on 9 March, 2017. It was agreed by Board that Chairperson, Interim CEO and Secretary would conduct the evaluation of responses and selection of Recruitment Company for Permanent CEO search. Selection and commencement of Executive Search to be active by 24 March, 2017. Target of 30 June, 2017 for selection of CEO.

Members noted that end June 2017 may be ambitious for having a CEO in place and that the situation must be monitored closely. The contract for Interim CEO ends at 30 April, 2017. Secretary instructed to write to DPER seeking approval for extension of Interim CEO contract to end June, 2017. This arrangement to be reviewed again at the next Authority Meeting on 25 May, 2017.

Item 5

1. Update on LSRA staff resource planning:
 1. Workforce Planning: Authority approved plan to engage a consultant to develop a workforce plan for the Authority which will form the basis for recruitment programme, including transfer of staff from Law Society/Bar Council. The plan will determine staff levels and phasing of start-up for LSRA functions.
 2. Recruitment of Directors: following on from outputs of Workforce Plan, recruitment of Directors will be channeled through the OGP Executive Search Framework (PAS cannot undertake recruitment campaign).
 3. Recruitment of Project Manager:
 - i. The need for a Project Manager for premises set-up is dependent on outcome of OPW consideration;

- ii. LSRA will search for Project Manager to take-on staffing project, including transfer of staff from Law Society/Bar Council.
4. Transfer of staff from Law Society and the Bar Council:
Engagement with staff requires clarity on future premises and Workforce Plan phased programme. The Authority agreed that the Chairperson should write to the Director General of the Law Society, the Director of the Bar of Ireland and Mandate to give an update on the work of the LSRA for circulation to relevant staff.

Item 6

1. Legal Services and Consultations Section 118, 119 and 120: McDowell Purcell legal services contract commenced from 21 February, 2017. McDP immediately engaged in respect of S118 public consultation and S119 report. Notice of public consultation published to national newspapers and circulated to stakeholders. Notice is on www.lsr.ie website and a mail-in facility in place public118@lsra.ie for receipt of electronic submissions. Timetable for Ss118, 119 and 120 was presented to the Board setting out an ambitious programme to meet the deadlines set out in the Legal Services Regulation Act, 2015.

Members noted linked sections of the Act and associated commencement and regulation challenges. Part 1 Section 1(3), Part 8 Section 100 and other sections of Chapter 2 will trigger actions for the LSRA. These matters to be raised with McDP.

Deadline for receipt of submission on S118 public consultation is Friday 24 March, 2017. Deadline for submission of S118 and S119 reports to Minister for Justice & Equality is 31 March, 2017.

Members were asked to note diaries for 30 March, 2017 for possible special meeting to finalise S118 Report with support from McDP. Conference call facilities would be needed for members not in a position to attend in person.

Item 7

1. LSRA – IT needs: Members were circulated with recommended approach to IT solutions for the Authority for short term to allow email access for Interim CEO and Secretary using @lsra.ie address as well as enhancement and hosting of website on Local Government Management Agency (LGMA) platform. The Authority to develop solution for independent IT systems and to work with OGP on development of RFT.

Item 8

1. Closed session: Authority approved extension of Interim CEO contract to end June 2017, subject to further review of extension period beyond that date at meeting of 25 May, 2017.


Item 9

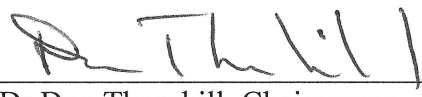
1. AOB: no items under AOB. Next meeting 25 May, 2017 at 17:30.

Action Points	
Agenda Item	Action
1.3	Secretary to amend and finalise minutes of 19/01/2017 for signature by Chairperson
1.4	Secretary to circulate copy of letter to Chairperson from Tánaiste dated 09/03/2017
2.1	Secretary to circulate copy of Management Accounts to members
3.1a	Issue of indemnification to be referred to Legal Services providers for examination and clarification.
3.1c	Interim CEO to secure credit card through BoI with limit of €5,000
	Authorised spending limits changed to €100,000 (Interim CEO) and €20,000 (Senior Manager (Secretary))
3.1d	Annual Report to be drafted and circulated to Members prior to submission to Minister for Justice and Equality by 30 April, 2017
3.1f	Civil Service T&S rates approved
4.1	Chairperson, Interim CEO and Secretary to complete evaluation and selection of Recruitment company for Permanent CEO campaign in line with programme in SRFT
	Authority approved extension of contract for Interim CEO (Renee Dempsey) to end June 2017, subject to clearance with DPER
	Secretary to write to DPER on behalf of the Authority to seek approval for extension of Interim CEO contract to end June 2017
	Chairperson to sign contract with Interim CEO on approval of extension from DPER
	Interim CEO contract period to be reviewed at next Authority meeting
5.1.1	Executive to engage services for completion of Workforce Plan for Authority
5.1.3	Executive to search for Project Managers for staffing programme and premises start up as required.

5.1.4	Chairperson to write to Director General of Law Society, Director of Bar of Ireland and Mandate representative for circulation to staff providing update on LSRA developments.
6.1	Members to be available for special meeting to finalise S118 report.
7.1	Executive to proceed with short-term, arrangements for email and website solution.

Final Minutes Signed


 _____ Date 4/7/17


 _____ Date 04/07/17

Dr Don Thornhill, Chairperson