



MINUTES FINAL

18th Meeting of Legal Services Regulatory Authority – Minutes (FINAL)

Location: LSRA
Date: 5 September 2019
Time: 16:30 to 19:30

Attendees

Authority Members	Executive & Secretariat	Others
Eileen Barrington	Brian Doherty (CEO)	
Geraldine Clarke	Ultan Ryan (Secretary)	
Joan Crawford		
Stephen Fitzpatrick		
Dermott Jewell		
James MacGuill		
Deirdre McHugh		
Don Thornhill (Chairperson)		

Apologies:

Angela Black
Sara Moorhead
Gerry Whyte

Section 1 – Administration

1.0 General

- 1.1 Agenda adopted. No items for AOB.
- 1.2 Declaration of Interests on agenda items. None arising.
- 1.3 Minutes of Authority meeting of 20 June 2019 approved, subject to clarification of text under item 3.0 in respect of signatures authenticating the seal of the Authority. Revised text as follows:

“In relation to authentication of the seal on regulations issued by the Authority, the Authority approved the following signatory arrangements (in respect of Section 8(4) of the Act):

- *Seal to be authenticated by signature of a member of the Authority and by a member of staff of the LSRA as authorised by the Authority. In the normal course of events, signatures will be those of the Chairperson and the Chief Executive.*
 - *If the Chairperson is unavailable. A signature of another member of the Authority will be required.*
 - *If the Chief Executive is unavailable, the Secretary is authorised to sign as an authorised member of staff of the LSRA.”*

Section 2 – Governance

2.0 CEO Report

2.0.1 Members discussed the following items under the CEO Report:

Part 1:

Update on Action Points from previous Meeting. Key actions addressed as Agenda items for this meeting.

- i. Staff transfers under Section 26 of the Legal Services Regulation Act 2015 at final stage with 3 staff now on-site with LSRA and the remainder being phased over to LSRA as outstanding Law Society caseload is run down. All 11 staff transferring (to LSRA and LPDT) designated by the Minister as LSRA staff from effective date of 30 August 2019.
- ii. LSRA progressing with recruitment campaigns to fill Heads of Unit and other key posts including staffing for the implementation of Part 6 (Complaints and Investigations functions).
- iii. CEO updated Authority on the projects for introduction of Legal Partnerships and Limited Liability Partnerships.
- iv. Schedule of Authorisations for CEO and staff requires further work and will be circulated by e-mail prior to commencement of Part 6 and ratified at the Authority’s November meeting.
- v. Authority self-assessment report to be circulated by the Chairperson to the Authority Members.
- vi. Levy calculation and associated audit completed. Update under item 7.0.
- vii. Update provided on new premises secured at Manor Street.

Part 2:

Update on other activities undertaken:

2.1 Recruitment and Staffing:

- i. Workforce Plan as approved by DPER now the basis for recruitment of LSRA staff.
- ii. Update provided on current staffing profile.
- iii. Section 26 process completed and 11 staff designated by the Minister for Justice & Equality.
- iv. Recruitment of key staff ongoing.

2.2 Legal Partnerships (LPs) and Limited Liability Partnerships (LLPs):

The CEO set out the current position in respect of the new business models and their planned introduction. The introduction of LPs and LLPs scheduled take place following the commencement of the complaints function under Part 6.

2.3 Stakeholder Engagement update provided.

2.4 Audit of 2018 Internal Controls. 7 of the 8 recommendations have been implemented. Outstanding recommendation under review.

2.5 Roll of Practising Barristers update provided. As at 29 August 2019, there were 2,639 practising barristers enrolled.

Part 3: Upcoming and continuing work:

3.1 Premises secured. Schedule of works completed and project manager will be appointed to deliver the project.

LSRA also looking at taking licence for use of current Solicitors Disciplinary Tribunal (SDT) premises on Bow Street for the Legal Practitioners Disciplinary Tribunal (LPDT).

3.2 Levy. (See Agenda Item 7.0).

3.3 Legal Education and Training Symposium (Section 34 Report)

At the February Authority meeting, the following phased approach to the remaining section 34 work was agreed:

Stage One: Further period of Consideration and Discussion with Stakeholders and the Wider Community		
Phase One:	Further Consultation with the Professional Bodies	Quarter 2 2019
Phase Two:	Further Consultation with other Stakeholders and Wider Community	Quarter 2 2019
Stage Two: Public Symposium on Legal Education and Training		Quarter 3 2019 (19 Sept)
Stage Three: Further Report under Section 34		Quarter 4 2019

CEO provided update on Stage Two with the Symposium due to take place on 19 September 2019.

3.4 Anti-Money Laundering

Update provided. Legislative provision not yet commenced.

3.5 Section 218 Advertising regulations

Public Consultation ongoing.

Part 4: Risk Management:

4.1 Risk Management update provided.

3.0 Delegated Functions

Secretariat to maintain a Register of Authorisations. Variances within the framework of those authorisations will be explained by the CEO at each subsequent Authority meeting.

Register of Authorisations for CEO and staff requires further work and will be circulated by e-mail prior to commencement of Part 6 and presented at the Authority's November meeting. Register of Authorisations will then be a standing agenda item to ensure Authorisations are up-to-date.

4.0 Authority Annual Self- Assessment Evaluation

Chairperson to circulate self-assessment report to Authority Members. Report produced by CrowleysDFK.

Section 3 – Finance

5.0 Financial Reports

- 5.1 Management Accounts for Period ended 31 July 2019 noted by the Authority.
- 5.2 2019 Budget was discussed by the Authority. Key difference reflects the change in period for implementation of Part 6 and the associated phasing of staffing levels. A combination of funds on hand, Section 32 advance for 2019 and the imposition of the Levy will see sufficient funds available for the LSRA for 2019. Executive will work with Accountants to draft steady State Budget including draft 2020 Budget to be presented at the next Authority meeting.

Section 4 – LSRA Policy and Implementation

6.0 Update on Part 6 – Complaints:

Draft Commencement Order is with Department of Justice & Equality (DJE). LSRA working to a go-live date of 7 October for Part 6 with LP and LLP Frameworks to follow thereafter.

Review and Complaints Committees being progressed by LSRA. Tribunal appointments being progressed by DJE.

6.1 Regulations under section 55 on Procedures under Part 6 and the Complaints Committee Procedures

Authority approved Executive to proceed with finalisation of Regulations to be signed by Chairperson and CEO. Any significant changes arising to be communicated to the Authority members.

7.0 Levy Update:

Update on implementation of levy provisions provided.

Section 98 Regulations approved subject to one revision in respect of application of interest on late payments.

8.0 Strategic Plan 2019-2022

Draft Strategic Plan as required under the 2015 Act approved by the Authority for submission to the Minister for Justice & Equality.

9.0 Update on Section 34 Consultation and Symposium on Legal Education & Training

Update provided by CEO. Symposium to take place on 19 September 2019. Authority discussed format and order of agenda for Symposium and Executive will apply amendments accordingly.

10.0 Closed Session

10.0 AOB

Dealt with at beginning of Meeting. No items raised.

Action Points – Meeting of 5 September 2019	
Agenda Item	Action
1.3	<ul style="list-style-type: none"> Minutes of 20 June 2019 to be amended with revised text under 3.0 as follows: <p><i>“In relation to authentication of the seal on regulations issued by the Authority, the Authority approved the following signatory arrangements (in respect of Section 8(4) of the Act):</i></p> <ul style="list-style-type: none"> <i>Seal to be authenticated by signature of a member of the Authority and by a member of staff of the LSRA as authorised by the Authority. In the normal course of events, signatures will be those of the Chairperson and the Chief Executive.</i> <ul style="list-style-type: none"> <i>If the Chairperson is unavailable. A signature of another member of the Authority will be required.</i> <i>If the Chief Executive is unavailable, the Secretary is authorised to sign as an authorised member of staff of the LSRA.”</i>
3.0	<ul style="list-style-type: none"> Register of Authorisations to be finalised and presented to the Authority at its next meeting. Formal register of duly authorised staff and functions will be presented at the next Authority meeting. CEO to keep Authority informed where any new functions under the Act are to be implemented in the interim. Authorisations to be standing agenda item.
4.0	<ul style="list-style-type: none"> Chairperson to circulate Authority Self-Assessment report to members.
5.2	<ul style="list-style-type: none"> Executive to provide Draft Budget 2020 update at next Authority Meeting.
6.0	<ul style="list-style-type: none"> LSRA to commence operations under Part 6 following legislative commencement. Target date of 7 October 2019.
6.1	<ul style="list-style-type: none"> Section 55 Regulations on Procedures under Part 6 and the Complaints Committee Procedures to be finalised, signed and sealed by Chairperson and CEO.
7.0	<ul style="list-style-type: none"> Section 98 Regulations to be amended in respect of late payment interest.

	<ul style="list-style-type: none"> Section 98 Regulations can then be signed and sealed by Chairperson and CEO.
8.0	<ul style="list-style-type: none"> Strategic Plan for LSRA 2019-2022 to be submitted to the Minister for Justice & Equality.
9.0	<ul style="list-style-type: none"> Executive to proceed with Symposium as agreed. Executive to commence drafting of framework for further report following Symposium.

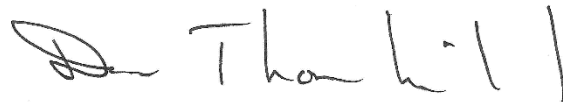
FINAL Minutes Signed



14 November 2019

Ultan Ryan, Secretary

Date



14 November 2019

Don Thornhill, Chairperson

Date