



MINUTES DRAFT

45th Meeting of Legal Services Regulatory Authority – Minutes (FINAL)

Date: 13 March 2025
Time: 16:30 to 18:30
Location: Ormond Meeting Rooms

Attendees:

Authority Members	Executive & Secretariat	Others
Tom Boland (Chair)	Brian Doherty (CEO)	David Coombes (CrowleysDFK)**
Éilis Barry	Ultan Ryan (Secretary)	Jocelyn Yee (CrowleysDFK)**
Shane Galligan		
Paul McGarry SC		
Sara Moorhead SC		
Simon Murphy		
Michele O'Boyle SC		
Bríd O'Donovan		
Paul O'Donovan*		
Síona Ryan*		
Emily Sherlock		

*2 x Members attended remotely.

**2 x representatives of LSRA's accountants attended virtually for presentation of Draft Financial Statements.

Section 1 – Administration

1.0 General

1.1 Agenda adopted.

1.2 Declaration of Interests on agenda items. None raised.

1.3 Minutes of Authority meeting of 6 February 2025 approved.

Matters arising in Minutes dealt with in the CEO Report.

Section 2 – Governance

2.0 CEO Report (including update on Risk Register)

The CEO report was taken as read with the following items addressed by the CEO at the meeting:

2.1.1 CEO Report provided updates on matters arising from Minutes of 6 February 2025 and highlighted activity and the Risk Register dashboard since the last Authority meeting. The following aspects of the report were discussed at the meeting:

2.1.2 Stakeholder Engagement:

The CEO updated the Authority on communications and outreach activity since the previous meeting. This included a meeting between the Minister for Justice and the Justice Agencies (attended by Chairperson and CEO) and a meeting of the Chairperson and CEO with the Law Reform Commission.

2.1.3 Actions arising from February Meeting:

The CEO noted that the Authority had requested a dashboard aligning the Strategic Plan with the progress on the Business Plan for 2025. The CEO explained that the Executive is working on this and will issue a dashboard when a suitable structure and form is identified and applied.

2.1.4 Recruitment and Staffing:

The CEO informed the Authority that a submission on the review of the LSRA workforce is being finalised and will be issued to the Department of Justice and DPENDR when the levy process has been advanced this year.

2.1.5 Strategic Plan 2025-2028:

The CEO informed the Authority that following a procurement process an external provider has been selected to assist with the development of the 2025-2028 Strategic Plan for the LSRA.

2.1.6 Housing for All:

The CEO provided a brief update to the Authority on the LSRA participation on the Housing for All Implementation Working Group.

2.1.7 Anti-Money Laundering (AML):

The CEO updated the Authority in respect of AML in the context of both the LSRA and the LPDT.

2.1.8 Risk Management:

The Risk Register Dashboard was reviewed by the Authority. The Authority discussed the Risk (Risk 5) in respect of specific legal challenges identified on the register.

2.1.5 Other matters were dealt with under separate agenda items.

3.0 Duly Authorised Register.

The Authority approved the revised staff listing on the Duly Authorised Register since previous meeting.

4.0 Update on FAR Committee.

Following on from the request at the February 2025 meeting for nominees from the Authority to the Finance, Audit and Risk (FAR) Committee of the LSRA, the following 3 members of the Authority were appointed to the Committee by Resolution of the Authority (**See Appendix I**):

- Shane Galligan;
- Simon Murphy;
- Paul O'Donovan.

5.0 Re-Appointment of Complaints Committee and Review Committee Members

The CEO explained to the Authority the background to the establishment of, and terms of office of members of, both the Complaints Committee and Review Committee. The CEO stated that the terms of office run for 4 year periods to an aggregate of 8 years maximum. The names of certain members of both Committees were presented to the Authority for re-appointment to the relevant Committees at this meeting as their first terms were coming to an end.

The CEO confirmed to the Authority that the Committee members listed for reappointment have been active and engaged members of the relevant Committees to which they are to be reappointed.

Complaints Committee:

Pursuant to section 69(3)(a) and 69(4) of the Legal Services Regulation Act 2015, on 13 March 2025, the Authority formally passed a resolution duly re-appointing the following lay persons to be members of the Complaints Committee for a further four year term commencing 13 March 2025:

Lay Member:

Mr. Philip Moynihan
Ms. Joan O'Connor

(**See Appendix II**)

Review Committee:

Pursuant to section 62(2), 62(3) and 62(4) of the Legal Services Regulation Act 2015, the Authority has formally passed this resolution duly re-appointing the following persons nominated by the Law Society of Ireland to be members of the Review Committee for a further 4 years:

Law Society Nominees:

John O'Malley
Donal O'Kelly

(See Appendix III)

6.0 Appointment of Ordinary Members of the LSRA's Section 16 Education and Training Committee:

The CEO updated the Authority on the activities related to the Section 16 Education and Training Committee established by the Authority in September 2023. The CEO informed the Authority that following engagement with the Department of Justice, sanction for the fees and allowances payable to the section 16 Committee was received in mid-October 2024. The CEO explained that the LSRA Executive had conducted an open recruitment campaign to fill four of the posts on the section 16 Committee and that process was now completed. Arising from that campaign, the names of the following four persons were presented to the Authority and all four were appointed to the Education and Training Committee by way of a Resolution of the Authority:

Appointed to the Section 16 Education and Training Committee:

Dr Conan McKenna
Professor Barbara Jemphrey
Dr Clíodhna Murphy
Mr Ghinlon Wang

(See Appendix IV)

7.0 External Assessment of the Authority's Governance Performance.

The CEO updated the Authority on the implementation plan to address the recommendations arising from the External Evaluation of the Authority completed in 2024. The first set of documents for consideration and approval of the Authority in line with the implementation were presented to the Authority at this meeting by the CEO.

7.1 Authority Terms of Reference (including the Schedule of Matters Reserved for Decision of the Authority.

Reviewed and Approved by Resolution of the Authority. **See Appendix V.**

7.2 Code of Conduct for Members of the Authority.

Reviewed and Approved by Resolution of the Authority. **See Appendix VI.**

7.3 Code of Conduct for LSRA Employees.

Reviewed and Approved by Resolution of the Authority. **See Appendix VII.**

7.4 The Authority noted the current Corporate Governance Assurance Agreement for the period 2024-2026 between the LSRA and the Department of Justice.

7.5 Resolution of the Authority Regarding Delegation of Functions to the CEO.

The CEO explained the updates to the Resolution on Delegation of Functions, specifically in respect of the CEO authorising appropriate staff of the LSRA to perform certain functions delegated by the Authority.

Reviewed and Approved by Resolution of the Authority. **See Appendix VIII.**

7.6 Code of Practice for the Governance of State Bodies – Audit and Risk Committees.

The Authority noted the Code of Practice document relating to Audit and Risk Committees.

Section 3 – Finance

8.0 Financial Reports:

8.1 Draft Financial Statements 2024

Representatives of the LSRA's Accountants, Crowleys DFK presented the Draft 2024 Financial Statements to the Authority at the meeting. The Authority noted the Draft Financial Statements 2024 and raised some amendments for the LSRA Executive and Accountants to apply. The Authority approved the submission of the Draft Financial Statements 2024 to the Department of Justice and the Office of the Comptroller & Auditor General (OCAG) subject to their being reviewed and approved at a meeting of the Finance, Audit & Risk (FAR) Committee before end March 2025.

8.2 Management Accounts for period ended 31 January 2025

The Authority noted the LSRA Management Accounts and associated variance reports at end January 2025.

8.3 Budget 2025

The Authority noted the LSRA/LPDT Budget for 2025.

8.4 Update on levy for the 2024 Financial Year

The Authority noted the progress report on the status of the Levy for the 2024 Financial Year (the Levy in 2025). The Authority discussed the Levy model, including in respect of the surplus/deficit. The continued complexity of the Levy process was raised again as an issue by the Authority. The CEO stated that the Executive will look at this, including the potential for using proxy measures for Levy calculation included in the revised Levy model.

Section 4 – LSRA Policy and Implementation

9.0 Updates on the Performance of the Complaints & Resolutions Department of the LSRA and on the Operation of the LPDT

The CEO presented update reports, including statistical reports to the Authority in respect of the Complaints & Resolutions Department of the LSRA and on the operation of the LPDT. The CEO was asked to provide statistics in relation to the number of misconduct complaints made by third party (i.e. non client) complainants for the next Authority Meeting.

10.1 Update on the Annual Section 33 Admissions Report

The Authority was updated with high level findings and conclusions from the Section 33 Annual Report on the Admissions Policies of the legal professions. The CEO confirmed that the report will be circulated to Authority Members when ready and will be submitted to the Minister for Justice by end April 2025 as required under the 2015 Act.

11.1 Update on the Barriers Report and the Section 16 Education and Training Committee:

The CEO referred back to item 6.0 of the agenda and the appointment of four members to fill the remaining vacancies on the Section 16 Education and Training Committee. The CEO explained that there are a number of reports already completed for the consideration of the Committee.

The CEO informed the Authority that the first update on the progress of the implementation plan for the Barriers Report will issue to the Minister by end March 2025. A further update on the Section 16 Committee and the Implementation Plan will be provided to the Authority at its next meeting.

12.0 Update on Section 6 Report – Review of the Operation of the 2015 Act:

The CEO gave a verbal update on the drafting of the Section 6 Report – Review of the Operation of the 2015 Act. The Authority requested that the draft report be circulated to the Authority for review prior to submission to the Minister for Justice. A meeting of the Authority is to be arranged to discuss the report prior to submission.

13.0 Closed Session

The Secretary left the meeting for the closed session of the Authority.

14.0 AOB No matters arising.

Action Points – Meeting of 13 March 2025	
Agenda Item	Action
1.3	<u>Minutes:</u> <ul style="list-style-type: none">Minutes of 6 February 2025 approved.Secretary to arrange signature by Chairperson and upload to LSRA website.
2.1	<u>CEO Report:</u> <u>Updates for next meeting on:</u> <ul style="list-style-type: none">2.1.4 Update on Risk Register2.1.5 Update on Strategic Plan 2025-2028 <u>Other:</u> <ul style="list-style-type: none">2.1.3 Dashboard aligning Business Plan with Strategic Plan to be prepared.
3.0	<u>Duly Authorised Register:</u> <ul style="list-style-type: none">Updated Duly Authorised Register will be circulated prior to next Authority Meeting to reflect staff changes.
4.0	<u>FAR Committee:</u> <ul style="list-style-type: none">Secretary to follow up on selection of 2 x External Members for FAR CommitteeFAR Committee to meet before end March 2025 to review and approve submission of revised Draft Financial Statements 2024 to Department of Justice and Office of the Comptroller & Auditor General (OCAG)
5.0	<u>Reappointment of Complaints Committee and Review Committee Members:</u> <ul style="list-style-type: none">Secretary to arrange for the LSRA Committees Secretariat to inform the relevant Committee Members of the re-appointments;For any member terms due for appointment or reappointment, these to be presented to the Authority at the next appropriate meeting.
6.0	<u>Appointment of Ordinary Members of the Section 16 Education and Training Committee:</u>

	<ul style="list-style-type: none"> • CEO to update the Authority on the Section 16 Committee for the next meeting.
7.0	<p><u>External Assessment of the Authority's Governance Performance:</u></p> <ul style="list-style-type: none"> • Executive to provide the Authority with reviewed and updated Governance reports and documentation over the course of 2025. • LSRA Executive to arrange a self-assessment for the Authority in Q4 2025.
8.0	<p><u>Financial Reports:</u> Up to date Financial Reports to be provided for next Authority meeting. This to include:</p> <ul style="list-style-type: none"> • Update on Financial Statements 2024 • Latest available Management Accounts • Update on Levy
8.1	<p><u>Draft 2024 Financial Statements:</u></p> <ul style="list-style-type: none"> • FAR Committee to review and approve revised Draft Financial Statements before end March 2025. • Secretary to submit approved Draft 2024 Financial Statements to Department of Justice and Office of the Comptroller & Auditor General (OCAG) before end March 2025.
8.2	<p><u>Management Accounts:</u> Up to date Management Accounts with variance analyses to be presented to the Authority at its next meeting.</p>
8.4	<p><u>Update on Levy for the 2024 Financial Year:</u> For inclusion as separate item or in CEO Report</p> <ul style="list-style-type: none"> • Update on Levy process in 2025 (in respect of the 2024 Financial Year) • Update on Financial Position in 2025
9.1	<p><u>Update on performance of Complaints and Resolutions Department:</u></p> <ul style="list-style-type: none"> • Update Authority on Complaints statistics and processing; • Update on performance activities for Complaints Department; • Update Authority on Advertising Regulation activities.
9.2	<p><u>Update on the Performance of the LPDT</u></p> <ul style="list-style-type: none"> • Update on operation of the LPDT including Inquiries.
10.0	<p><u>Section 33 Admissions (Findings) Report</u></p> <ul style="list-style-type: none"> • Section 33 Report to be circulated to the Authority when ready. • Section 33 Report to be submitted to the Minister by end April 2025
11.0	<p><u>Update on Barriers Report and the Section 16 Education and Training Committee:</u></p> <ul style="list-style-type: none"> • Update on implementation plan for Barriers Report; • Update on the work of Section 16 Education and Training Committee and LPET Committee.
12.0	<p><u>Section 6 Report – Review of the Operation of the 2015 Act:</u></p> <ul style="list-style-type: none"> • Draft Section 6 Report to be circulated to the Authority for consideration before submission to the Minister.

	<ul style="list-style-type: none">• Meeting of the Authority to be arranged to discuss the report.
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FINAL Minutes Signed



13 June 2025

Ultan Ryan, Secretary

Date



13 June 2025

Tom Boland, Chairperson

Date

Appendix I – FAR Committee



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

Resolution of the Authority on the appointment of Authority Members to the Finance, Audit & Risk Committee of the LSRA.

Proposed by: Michele O'Boyle

Seconded by: Bríd O'Donovan

Code of Practice for the Governance of State Bodies:

The provisions of the Code of Practice for the Governance of State Bodies (Audit and Risk Committee Guidance) state that:

1.1 Internal Controls: The Board (Authority) should ensure that there are effective arrangements in place in the State body for governance, risk management and internal control. The Board should be supported by:

- an Audit and Risk Committee;

The Authority, by way of this Resolution, appoints the following non-executive Authority Members to the Finance, Audit & Risk (FAR) Committee of the LSRA.

1. Shane Galligan
2. Simon Murphy
3. Paul O'Donovan

Signed by Secretary

Resolution passed on

13 March 2025

Appendix II – Complaints Committee Reappointments



An tÚdarás Rialála
Seirbhísi Dlí
Legal Services
Regulatory Authority

Resolution of the Authority on the reappointment of members to the Complaints Committee under Section 69 of the Legal Services Regulation Act 2015

Proposed by: Shane Galligan

Seconded by: Simon Murphy

Establishment of Complaints Committee

Pursuant to section 69(3)(1) of the Legal Services Regulation Act 2015, on 23 January 2020, the Authority formally passed a Resolution establishing a committee, to be known as the Complaints Committee for the purpose of considering and investigating complaints referred to it by the Authority under section 68.

Appointment of Lay Members

Pursuant to section 69(3)(a) and 69(4) of the Legal Services Regulation Act 2015, on 13 March 2025, the Authority formally passed a resolution duly re-appointing the following lay persons to be members of the Complaints Committee for a further four year term commencing 13 March 2025:

Lay Member:

Mr. Philip Moynihan

Ms. Joan O'Connor

Signed by Secretary

Resolution passed on

13 March 2024

Annex I

Authority to refer complaints relating to misconduct to Complaints Committee

68. The Authority shall refer a complaint under [section 51](#) (2) to the Complaints Committee where the client and legal practitioner concerned do not succeed in resolving a matter in accordance with [section 64](#) .

Establishment and membership of Complaints Committee

69. (1) The Authority shall establish a committee, to be known as the Complaints Committee, for the purpose of considering and investigating complaints referred to it by the Authority under [section 68](#) .
- (2) A member of the Complaints Committee shall—
- (a) hold office for a period of 4 years from the date of his or her appointment, and
 - (b) be eligible for reappointment as a member of the Complaints Committee, provided that he or she does not hold office for periods the aggregate of which exceeds 8 years.
- (3) The Complaints Committee shall be appointed by the Authority and shall consist of not more than 27 members of whom—
- (a) the majority shall be lay persons,
 - (b) not fewer than 8 shall be persons nominated by the Law Society, each of whom has practised as a solicitor for more than 10 years, and
 - (c) not fewer than 4 shall be persons nominated by the Bar Council, each of whom has practised in the State as a barrister for more than 10 years.
- (4) In appointing lay persons to be members of the Complaints Committee the Authority shall ensure that those members are persons who—
- (a) are independent of the professional bodies, and
 - (b) have expertise in or knowledge of—
 - (i) the provision of legal services,
 - (ii) the maintenance of standards in a profession (including those regulated by a statutory body),

- (iii) the investigation and consideration of complaints relating to services, or
 - (iv) the interests of consumers of legal services.
- (5) The Complaints Committee shall act in divisions of not less than 3 members and not more than 5 members (in this Act referred to as a "Divisional Committee").
- (6) A Divisional Committee shall consist of an uneven number of members.
- (7) Each Divisional Committee shall have a majority of lay members.
- (8) The chairperson of each Divisional Committee shall be one of the lay members of that Divisional Committee.
- (9) The chief executive shall make arrangements for the provision of such administrative and secretarial support to each Divisional Committee as he or she considers necessary.
- (10) Subject to *subsections (6) and (7)*, where a complaint relates to a solicitor—
 - (a) in a case where the Divisional Committee consists of 3 members, one of the members of the Divisional Committee shall be a solicitor,
 - (b) in a case where the Divisional Committee consists of 5 members, 2 of the members of the Divisional Committee shall be solicitors.
- (11) Subject to *subsections (6) and (7)*, where a complaint relates to a barrister—
 - (a) in a case where the Divisional Committee consists of 3 members, one of the members of the Divisional Committee shall be a barrister,
 - (b) in a case where the Divisional Committee consists of 5 members, 2 of the members of the Divisional Committee shall be barristers.

Appendix III – Review Committee reappointments



An tÚdarás Rialála
Seirbhísi Dlí
Legal Services
Regulatory Authority

Resolution of the reappointing Members of the Review Committee under Section 62 of the Legal Services Regulation Act 2015

Proposed by: Michele O'Boyle SC

Seconded by: Paul McGarry SC

Establishment of Review Committee

On 2 April 2023, pursuant to section 62(1) of the Legal Services Regulation Act 2015, the Authority formally passed a resolution duly establishing a committee, to be known as the Review Committee for the purpose of considering reviews requested by complainants or legal practitioners in relation to determinations of the Authority under section 60 or 61.

Reappointment of Members nominated by the Law Society of Ireland

Pursuant to section 62(2), 62(3) and 62(4) of the Legal Services Regulation Act 2015, on 13 March 2025, the Authority has formally passed this resolution duly re-appointing the following persons nominated by the Law Society of Ireland to be members of the Review Committee for a further 4 years:

Law Society Nominees:

John O'Malley
Donal O'Kelly

Signed by Secretary

Resolution passed on 13 March 2025

Annex I

Review Committee

- 62.** (1) The Authority shall establish a Review Committee to consider reviews requested by complainants or legal practitioners in relation to determinations of the Authority under [section 60](#) or [61](#) .
- (2) The Review Committee shall be composed of 3 persons, 2 of whom shall be lay persons and one of whom shall be a legal practitioner.
- (3) The member of the Review Committee who is a legal practitioner shall—
- (a) in a case where the complaint relates to a solicitor, be a solicitor,
and
- (b) in a case where the complaint relates to a barrister, be a barrister.
- (4) A person shall be eligible to serve as a member of a Review Committee established under this section if he or she is eligible to serve as a member of the Complaints Committee established under this Part.
- (5) The Review Committee shall consider reviews requested and, having given both the client and the legal practitioner an opportunity to make a statement in writing to it as to why the determination of the Authority under [section 60](#) or [61](#) , as the case may be, was incorrect or unjust, determine the review by—
- (a) confirming the determination of the Authority,
- (b) remitting the complaint to the Authority, with such directions as the Review Committee considers appropriate or necessary, to be dealt with again under [section 60](#) or [61](#) , as the case may be, or
- (c) issuing one or more than one of the directions to the legal practitioner that the Authority is authorised to issue under [section 60](#) (6) or [section 61](#) (6), as the case may be.
- (6) Any payment made by a legal practitioner pursuant to a direction referred to in *subsection (5)* shall be without prejudice to any legal right of the client.

Annex II

Authority to facilitate resolution of complaints made under this Part relating to inadequate services

60. (1) Where the Authority determines under [section 57](#) that a complaint to which [section 51 \(1\)\(a\)](#) applies is admissible, or where a complaint is remitted to it under [section 62](#), it shall invite the client and the legal practitioner concerned to make efforts to resolve the matter the subject of the complaint in an informal manner.
- (2) Where the client and the legal practitioner agree to the Authority's invitation under *subsection (1)*, and request the Authority to do so, the Authority shall facilitate the resolution of the matter—
- (a) by offering its assistance in resolving the matter in an informal manner, or
 - (b) by identifying to the legal practitioner and the client other persons who are willing to assist in resolving the matter in an informal manner.
- (3) Where the Authority, having allowed the client and the legal practitioner a reasonable period to resolve the matter the subject of the complaint in an informal manner, considers that an agreement or resolution between the parties in relation to the complaint is unlikely to be reached in that manner, it may give notice in writing to the client and the legal practitioner (and, where appropriate, any other person involved in attempting to resolve the dispute) that it proposes to determine the complaint in accordance with this section.
- (4) Where *subsection (3)* applies, the Authority shall not determine the complaint concerned earlier than 30 days after the giving of notice under that subsection.
- (5) Where—
- (a) the client or the legal practitioner does not accept the Authority's invitation under *subsection (1)*,
 - (b) the client or the legal practitioner, having attempted to resolve the matter in an informal manner, confirms to the Authority that he or she does not wish to continue to make such an attempt, or
 - (c) the Authority decides under *subsection (3)* to exercise its power to determine the complaint under this section,
- the Authority shall thereafter invite the client and the legal practitioner to furnish to it, within such reasonable period as is specified by the

Authority, a statement setting out their respective positions in relation to the matter the subject of the complaint.

- (6) The Authority shall consider any statement furnished to it pursuant to *subsection (5)* and, where it considers that the legal services provided by the legal practitioner were of an inadequate standard, and that it is, having regard to all the circumstances concerned, appropriate to do so, the Authority may direct the legal practitioner to do one or more of the following:
- (a) secure the rectification, at his or her own expense or at the expense of his or her firm, of any error, omission or other deficiency arising in connection with the legal services concerned;
 - (b) take, at his or her own expense or at the expense of his or her firm (which shall not exceed €3,000), such other action as the Authority may specify;
 - (c) transfer any documents relating to the subject matter of the complaint to another legal practitioner nominated by the client, subject to such terms and conditions as the Authority may consider appropriate having regard to the existence of any right to possession or retention of any of the documents concerned vested in the legal practitioner to whom the direction is issued;
 - (d) pay to the client a sum not exceeding €3,000 as compensation for any financial or other loss suffered by the client in consequence of the legal services provided by the legal practitioner to the client being of an inadequate standard.
- (7) Where the client or the legal practitioner is aggrieved by a direction made by the Authority under *subsection (6)* or its failure to make such a direction, he or she may by notice in writing given not more than 30 days after the Authority has notified the parties to the complaint of its decision under *subsection (6)*, seek a review by a Review Committee established under [section 62](#) of the direction or the failure.
- (8) Any payment made by a legal practitioner pursuant to a direction referred to in *subsection (6)(d)* shall be without prejudice to any legal right of the client.

Annex III

Authority to facilitate resolution of complaints made under this Part relating to excessive costs

61. (1) Where the Authority determines under [section 57](#) that a complaint to which [section 51 \(1\)\(b\)](#) applies is admissible, or where a complaint is remitted to it under [section 62](#), it shall invite the client and the legal practitioner concerned to make efforts to resolve the matter the subject of the complaint in an informal manner.
- (2) Where the client and the legal practitioner agree to the Authority's invitation under *subsection (1)*, and request the Authority to do so, the Authority shall facilitate the resolution of the matter—
- (a) by offering its assistance in resolving the matter in an informal manner, or
 - (b) by identifying to the legal practitioner and the client other persons who are willing to assist in resolving the matter in an informal manner.
- (3) Where the Authority, having allowed the client and the legal practitioner a reasonable period to resolve the matter the subject of the complaint in an informal manner, considers that an agreement or resolution between the parties in relation to the complaint is unlikely to be reached in that manner, it may give notice in writing to the client and the legal practitioner (and, where appropriate, any other person involved in attempting to resolve the dispute) that it proposes to determine the complaint in accordance with this section.
- (4) Where *subsection (3)* applies, the Authority shall not determine the complaint concerned earlier than 30 days after the giving of notice under that subsection.
- (5) Where—
- (a) the client or the legal practitioner does not accept the Authority's invitation under *subsection (1)*,
 - (b) the client or the legal practitioner, having attempted to resolve the matter in an informal manner, confirms to the Authority that he or she does not wish to continue to make such an attempt, or
 - (c) the Authority decides under *subsection (3)* to exercise its power to determine the complaint under this section,
- the Authority shall thereafter invite the client and the legal practitioner to furnish to it, within such reasonable period as is specified by the

Authority, a statement setting out their respective positions in relation to the matter the subject of the complaint.

- (6) The Authority shall consider any statement furnished to it pursuant to *subsection (5)* and, where it considers that the amount of costs sought by the legal practitioner in respect of legal services provided to the client by the legal practitioner was or is excessive, and that it is, having regard to all the circumstances concerned, appropriate to do so, may direct the legal practitioner to do one or more of the following:
- (a) refund without delay, either wholly or in part as directed, any amount already paid by or on behalf of the client in respect of the practitioner's costs in connection with the bill of costs;
 - (b) waive, whether wholly or in part as directed, the right to recover those costs.
- (7) Where the client or legal practitioner is aggrieved by a direction made by the Authority under *subsection (6)* or its failure to make a direction, he or she may by notice in writing given not more than 30 days after the Authority has notified the parties to the complaint of its decision under *subsection (6)* seek a review by a Review Committee established under [section 62](#) of the direction or the failure.
- (8) Where a bill of costs which has been the subject of complaint under [section 51 \(1\)\(b\)](#) has subsequently been adjudicated, then—
- (a) where the Authority has given a direction under *subsection (6)*, the direction shall cease to have effect, or
 - (b) where the Authority has not given a direction under *subsection (6)*, it shall not proceed to investigate such a complaint or otherwise apply the provisions of this section.
- (9) Where the Authority has notified a legal practitioner under [section 57 \(6\)](#) that a complaint under [section 51 \(1\)\(b\)](#) in respect of a bill of costs issued by the legal practitioner is admissible, the legal practitioner shall not—
- (a) issue or cause to be issued civil proceedings (whether on his own behalf or on behalf of any other person or persons), or
 - (b) if already issued, proceed further with civil proceedings,
- in respect of the amount (or any part thereof) of a bill of costs without the written consent of the Authority before the Authority has determined the matter under *subsection (6)* unless, on application by

that legal practitioner, on notice to the Authority, a court orders otherwise.

- (10) Where pursuant to this section a dispute regarding a bill of costs between the client and the legal practitioner is resolved, the client shall not thereafter be entitled to seek adjudication of the bill of costs under [Part 10](#) unless such adjudication forms part of the resolution.
- (11) The determination under this section of a complaint shall be without prejudice to any legal right of the client.

Appendix IV – Appointment of Members to the Section 16 Education & Training Committee



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

Resolution of the Authority on the appointment of Members to the Section 16 Education and Training Committee.

Proposed by: Michele O'Boyle SC

Seconded by: Bríd O'Donovan

Section 16 Education & Training Committee

Establishment of section 16 Committee

Pursuant to section 16(1) of the Legal Services Regulation Act 2015, as amended, by Resolution at its meeting of 14 September 2023, the Authority established a committee, to be known as the Education and Training Committee.

Delegation of Functions

By way of that Resolution, the Authority's functions under section 13(2)(a)(i),(ii) and (iii) stand delegated to the Committee as established.

Allowances and Fees

Following engagement with the Department of Justice and the Department of Expenditure, NDP Delivery & Reform (DPENDR), sanction for the fees and allowances payable to the section 16 Committee was received in mid-October 2024. The sanctioned fees are:

- *Chairperson €8,978*
- *Ordinary Members €5,985*

Recruitment of Non-Authority Committee Members

The LSRA has completed an open competition to identify potential members of the Committee who are not members of the Authority and has identified four such persons.

Appointment of Members

The Authority by way of this Resolution hereby appoints the following members to the section 16 Education and Training Committee:

1. Dr. Conan McKenna
2. Professor. Barbara Jemphrey
3. Dr. Clíodhna Murphy

4. Mr. Ghinlon Wang

Signed by Secretary

A handwritten signature in black ink, appearing to read "Mr. Ryan", written in a cursive style.

Resolution passed on

13 March 2025

Annex I

Committees of Authority

- 16.** (1) The Authority may establish committees to—
- (a) assist and advise it in relation to the performance of all or any of its functions, and
 - (b) perform such functions of the Authority as may stand delegated to them under [section 13](#).
- (2) In appointing members of a committee, the Authority shall—
- (a) have regard to the range of qualifications and experience necessary for the proper and effective discharge of the functions of the committee, and
 - (b) have regard to the desirability of there being such balance between men and women on the committee as is appropriate.
- (3) A committee shall consist of such number of members as the Authority may determine, provided that a majority of the members shall be lay persons.
- (4) A committee may include persons who are not members of the Authority or its staff.
- (5) There may be paid by the Authority, out of the resources at its disposal, to members of a committee such fees (if any) or allowances for expenses (if any) incurred by them as the Authority, with the approval of the Minister given with the consent of the Minister for Public Expenditure and Reform may from time to time determine.
- (6) A member of a committee may at any time be removed from office by the Authority for stated reasons.
- (7) The acts of a committee shall be subject to confirmation by the Authority, unless the Authority otherwise determines.
- (8) The Authority may determine the terms of reference and regulate the procedures of a committee but, subject to

any such regulation, the committee may regulate its own procedures and business.

(9) The Authority may appoint a person to be chairperson of a committee.

(10) A committee shall provide the Authority with such information as the Authority may from time to time require, in respect of its activities and operations, for the purposes of the performance of the functions of the Authority.

(11) The Authority may at any time dissolve a committee.

(12) A committee may act notwithstanding one or more vacancies in its membership.

Annex II

Functions of Authority

13. (1) Subject to this Act, the Authority shall regulate the provision of legal services by legal practitioners and shall ensure the maintenance and improvement of standards in the provision of such services in the State.

(2) Without prejudice to the generality of *subsection (1)*, the Authority may, and where required by this Act, shall—

(a) keep under review, and make recommendations to the Minister in respect of, the following:

(i) the admission requirements of the Law Society relating to the solicitors' profession and of the Bar Council and the Honorable Society of King's Inns relating to the barristers' profession;

(ii) the availability and quality of the education and training (including on-going training) for the solicitors' and barristers' professions, including—

(I) the curriculum arrangements for the provision of clinical legal education and the teaching of legal ethics, negotiation skills, alternative dispute resolution and advocacy, and

(II) the methods by which, and the persons by whom, such education and training is provided;

(iii) the policies of the Law Society in relation to the admission of persons as solicitors in the State, and of the Bar Council and the Honorable Society of King's Inns in relation to persons becoming entitled to practise as barristers in the State, including the arrangements for—

(I) accreditation of foreign legal practitioners, and

(II) movement by legal practitioners between the professions of solicitor and barrister;

Appendix V – Approval of Authority Terms of Reference



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

Resolution of the Authority approving the Authority Terms of Reference 2025.

Proposed by: Paul McGarry SC

Seconded by: Emily Sherlock

Code of Practice for the Governance of State Bodies:

The provisions of the Code of Practice for the Governance of State Bodies – Governance Framework state that,

“The functions and duties of the Board are set out either in the governing legislation or the constitution, i.e. memorandum and articles of association, of the State body concerned. The Board should, using their high level functions and duties as a guide, prepare customised terms of reference for the Board.”

The Board (Authority) approved an Authority Terms of Reference, including a ‘Schedule of Matters Reserved for Decision of the Authority’ in February 2018. Arising from the External Assessment of the Authority completed in September 2024, a review of the Authority’s Terms of Reference has been completed in March 2025 and a revised Authority Terms of Reference (2025) has been reviewed by the Authority.

The Authority, by way of this Resolution, approves the revised Authority Terms of Reference (2025).

Signed by Secretary

Resolution passed on

13 March 2024

Appendix VI – Code of Conduct for Authority Members



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

Resolution of the Authority approving the Code of Conduct for Authority Members 2025.

Proposed by: Simon Murphy

Seconded by: Michele O’Boyle SC

Code of Practice for the Governance of State Bodies:

Section 5 of the Code of Practice for the Governance of State Bodies deals with “Codes of Conduct, Ethics in Public Office, Additional Disclosures of Interests by Board Members and Protected Disclosures.”

Principles in the Code of Practice for the Governance of State Bodies:

To ensure continued integrity and transparency, and to avoid public concern or loss of confidence, the Board should ensure that appropriate policies are in place so that members and staff take decisions objectively and steps are taken to avoid or deal with any potential conflicts of interest, whether actual or perceived.

These policies should ensure that any potential or actual conflicts of interest arising in the case of decision-making by Board members and employees of the State body are addressed.

Code of Conduct for the Authority

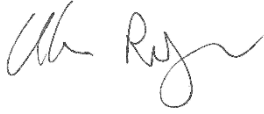
Paragraph 5.1 of the Code of Practice for the Governance of State Bodies states that,

“All State bodies should have published Codes of Conduct for their Board and employees. The Code of Conduct should be approved by the Board. Up-to-date Codes of Conduct should be available on the State body’s website and brought to the attention of all Board members, management and employees.”

The Board (Authority) approved a Code of Conduct for Authority Members at its meeting of 19 April 2018. Arising from the External Assessment of the Authority completed in September 2024, a review of the Code of Conduct for Authority Members has been completed in March 2025 and a revised Code of Conduct for Authority Members (2025) has been reviewed by the Authority.

The Authority, by way of this Resolution, approves the revised Code of Conduct for Authority Members (2025).

Signed by Secretary

A handwritten signature in black ink, appearing to read 'Alh. Raza', is written over a faint horizontal line.

Resolution passed on

13 March 2024

Appendix VII – Code of Conduct for LSRA Employees



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

Resolution of the Authority approving the Code of Conduct for LSRA Employees 2025.

Proposed by: Éilís Barry

Seconded by: Shane Galligan

Code of Practice for the Governance of State Bodies:

Section 5 of the Code of Practice for the Governance of State Bodies deals with “Codes of Conduct, Ethics in Public Office, Additional Disclosures of Interests by Board Members and Protected Disclosures.”

Principles in the Code of Practice for the Governance of State Bodies:

To ensure continued integrity and transparency, and to avoid public concern or loss of confidence, the Board should ensure that appropriate policies are in place so that members and staff take decisions objectively and steps are taken to avoid or deal with any potential conflicts of interest, whether actual or perceived.

These policies should ensure that any potential or actual conflicts of interest arising in the case of decision-making by Board members and employees of the State body are addressed.

Code of Conduct for LSRA Employees

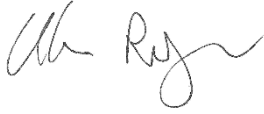
Paragraph 5.1 of the Code of Practice for the Governance of State Bodies states that,

“All State bodies should have published Codes of Conduct for their Board and employees. The Code of Conduct should be approved by the Board. Up-to-date Codes of Conduct should be available on the State body’s website and brought to the attention of all Board members, management and employees.”

The Board (Authority) approved a Code of Conduct for LSRA Employees at its meeting of 19 April 2018. Arising from the External Assessment of the Authority completed in September 2024, a review of the Code of Conduct for LSRA Employees has been completed in March 2025 and a revised Code of Conduct for LSRA Employees (2025) has been reviewed by the Authority.

The Authority, by way of this Resolution, approves the revised Code of Conduct for LSRA Employees (2025).

Signed by Secretary

A handwritten signature in black ink, appearing to read "Ally Ryan", written in a cursive style.

Resolution passed on

13 March 2024



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

Resolution of the Authority regarding delegation of functions to the Chief Executive Officer

Pursuant to section 13(7) of the Legal Services Regulation Act 2015 (as amended), the LSRA has formally passed this resolution authorising the carrying out of all functions assigned to the Authority under the Act, other than those in sections 14, 16, 20, 21 and 24, by the Chief Executive Officer. The Authority further consents, pursuant to section 24(8) of the Act, to the performance of such functions by such members of the staff of the Authority as the Chief Executive Officer may authorise for that purpose. This resolution shall have effect unless and until revoked by the Authority.

Resolution passed on 13 March 2026

Proposed by: Éilís Barry

Seconded by: Paul McGarry SC

Signature of Secretary (Ultan Ryan):

Date: 13 March 2025