



**MINUTES FINAL**

**11<sup>TH</sup> Meeting of Legal Services Regulatory Authority – Minutes (FINAL)**

**Location:** LSRA  
**Date:** 19 April 2018  
**Time:** 17:30 to 20:00

**Attendees:**

<b>Authority members</b>	<b>Executive and Secretariat</b>	<b>Others</b>
Eileen Barrington	Brian Doherty (CEO)	Vincent Teo (Crowleys DFK – LSRA Accountants)
Angela Black	Ultan Ryan (Secretary)	
Geraldine Clarke		
Joan Crawford		
Stephen Fitzpatrick		
Dermott Jewell		
James MacGuill *		
Deirdre McHugh		
Don Thornhill (Chairperson)		
Gerry Whyte		

\*James MacGuill by Teleconference

**Item 1**

- 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 15 February 2018 approved.

Authority agreed to take Agenda Item 2 at this point. Mr Vincent Teo was invited in to the Meeting.

- 2.1 Management Accounts for period ended 28 February 2018 were noted by the Authority.

- 2.2 Mr Vincent Teo (Crowleys DFK) presented draft Financial Statements to end 2017 to the Authority in detail. Authority proposed some textual enhancements and clarifications which Mr Teo and the CEO will work into the Statements. Draft Budget Approved for 2018 and will be monitored and updated as required.

Mr Teo departed and the Authority returned to the Agenda schedule at this point.

- 1.4 **CEO Report:** the CEO informed the Authority of key points in the CEO report, including updates on Executive work on:
- a. The Levy including engaging for an economic analysis of the levy model in the Act;
  - b. Workforce Planning project to model the LSRA being undertaken by Mazars and Executive;
  - c. Premises;
  - d. Recruitment including legal advisers and secondments through Public Appointment Service;
  - e. Section 34 Public Consultation - consultation contact list. List will be circulated shortly to members for review and any suggested additions.
  - f. Risk Register.
- 3 **Update on Legal Partnerships:** The Authority was provided with an update on the work progress to facilitate the introduction of Legal Partnerships. The Authority discussed the challenges in respect of holding clients moneys, professional indemnity insurance and the compensation fund in this context.
- 4 **Section 34 Public Consultation & Research (Education and Training):** The Authority was informed that Hook Tangaza have been engaged to undertake the Section 34 report with the Executive. A meeting with the project team is scheduled for 24 April to agree approach, methodology, structure and timelines. The project timeline will include scheduled update reports to the Authority over the duration of the project.
- 5 **Annual Report 2017:** The Authority approved the draft Annual Report subject to some minor changes. The Report will be submitted to the Minister for Justice & Equality and the Oireachtas Committee on Justice & Equality by 30 April 2018 in accordance with Section 21 of the Act.
- 6 **Finance, Audit & Risk (FAR) Committee:** Mr Stephen Fitzpatrick was proposed and approved as Chairperson of the FAR Committee. In addition to Chairperson, there will be 2 Authority Members on the Committee and 2 Independent Externals. CEO will work with Mr Fitzpatrick on membership and Executive will provide all required supports. Members were asked to contact Mr Fitzpatrick or the Chairperson in relation to membership of the Committee.

7 **GDPR:** CEO informed the Authority the draft Regulations in respect of GDPR had been received from Department of Justice & Equality and LSRA observations have been returned. LSRA will continue to develop as an organisation with GDPR compliance as a key element of functions and systems.

8 **LSRA Codes of Conduct (Members and Staff):**

Sub-Items 8.0 to 8.3 Codes of Conduct: Codes to be revised in line with feedback from Authority Members. Amendments to include specific reference to Section 19 of the Legal Services Regulation Act 2015. Authority approved that the Codes as amended would be approved by circular.

Sub-Item 8.4 Resolution: The Authority resolved that where a Member of the Authority considers that they require independent professional advice to enable them to discharge their duties as Authority Members they may obtain such advice at a reasonable cost to the Authority, subject to certain conditions.

Indemnity of individual Members in carrying out their functions as members of the Authority to be included as an agenda item for the next meeting.

9 **Authority Self-Assessment:** The Self-Assessment of the Authority by members is required under the DPER code. The Self-Assessment will be anonymised and coordinated by CrowleysDFK and Members will be circulated with the Questionnaire shortly. Responses will be analysed and a report produced to the Chairperson.

The Authority returned to discussion of Risk Register at this point:

1.4.1 **Risk:** The Authority discussed the risk arising in respect of the funding model as provided for under by the Legal Services Regulation Act 2015. This will be included on the Risk Register.

### Action Points – Meeting of 19 April 2018

Agenda Item	Action
1.3	<ul style="list-style-type: none"> <li>Minutes of 15 February 2018 Meeting to be uploaded to website in due course.</li> </ul>
1.4	<ul style="list-style-type: none"> <li>Section 34 Public Consultation circulation list to be circulated to members for any additions prior to commencement of consultation.</li> </ul>
2.2	<ul style="list-style-type: none"> <li>Financial Statements to be amended to reflect feedback from Authority.</li> </ul>
2.3	<ul style="list-style-type: none"> <li>Budget 2018 to be monitored against expenditure and updated to Authority at all meetings.</li> </ul>
3	<ul style="list-style-type: none"> <li>Executive to proceed with work on Legal Partnerships project with Q3 implementation schedule.</li> </ul>
4	<ul style="list-style-type: none"> <li>Executive to continue engagement with Hook Tangaza to progress research and public consultation under Section 34 of the Legal Services Regulation Act 2015.</li> </ul>
5	<ul style="list-style-type: none"> <li>Annual Report 2017 to be submitted to Minister for Justice &amp; Equality and Oireachtas Committee on Justice &amp; Equality by 30 April 2018 subject to minor agreed amendments.</li> </ul>
6	<ul style="list-style-type: none"> <li>Members willing to serve on the FAR Committee to contact Mr Fitzpatrick or Mr Thornhill;</li> <li>CEO to work with Mr Fitzpatrick and Mr Teo at CrowleysDFK to progress establishment of Committee including appointment of independent external members of the FAR Committee.</li> <li>Executive to provide any additional supports required for FAR Committee.</li> </ul>
8.0 to 8.3	<ul style="list-style-type: none"> <li>Codes of Conduct for Authority Members and Staff of the LSRA to be amended as agreed and approved by round robin circular.</li> </ul>
8.4	<ul style="list-style-type: none"> <li>Resolution passed in respect of members' access to Independent professional advice. Copy Resolution at Annex I.</li> </ul>

	<ul style="list-style-type: none"> <li>Proposed by Ms Geraldine Clarke</li> <li>Seconded by Mr Dermott Jewell</li> </ul>
9	<ul style="list-style-type: none"> <li>Authority Self-Assessment Questionnaire to be circulated to members by Vincent Teo (CrowleysDFK) and completed questionnaires to be returned to address provided by Crowleys DFK.</li> <li>CrowleysDFK to analyse responses and provide report to Chairperson.</li> </ul>
10	<ul style="list-style-type: none"> <li>Risk in relation to financing of LSRA to be captured on risk register.</li> </ul>

**Final Minutes Signed**

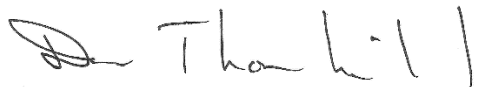


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\_\_28 June 2018\_\_

Ultan Ryan, Secretary

Date



\_\_\_\_\_

\_\_28 June 2018\_\_

Don Thornhill, Chairperson

Date

## Annex I



# Legal Services Regulatory Authority

## **Resolution of the Authority Regarding Access of Authority Members to Independent Professional Advice**

The Authority has resolved that where a Member of the Authority considers that they require independent professional advice to enable them to discharge their duties as Authority Members they may obtain such advice at a reasonable cost to the Authority.

The obtaining of independent legal advice is subject to the approval of the Chairperson and compliance with such procurement procedures as may be advised by the Secretary of the Authority.

Where the concerns of any member of the Authority cannot be resolved the concerns should be recorded by way of a detailed and accurate minute.

The formal procedures are incorporated into the Code of Conduct for Authority Members at paragraph 13.

Resolution passed on 19 April 2018