



**Council for Licensed Conveyancers
Minutes of the Council meeting held on
Thursday 2 May 2019
Room LGA WeWork
131 Finsbury Pavement, London EC2A 1NT
11.00 a.m. – 1.30 p.m.**

Council Present

Dame Janet Paraskeva (Chair)

Mr. A. Cogbill

Ms. S. Debney

Ms. H. Foster

Ms. T. Perchard

Ms. A. Pierce

Mr. C. Wilby

CLC in attendance

Ms S. Kumar

Mr. S. Ward

Mr. S. Blandy

Mr. J. Hinrichsen

Ms. A. Cosens

Ms N. Smith

Mr. J. Sacker

Chief Executive

Director of Strategy and External Relations

Director of Regulatory Standards

Director of Finance and Operations

Head of Executive Office (*Minutes*)

Executive Assistant (*Minutes*)

Deputy Director of Communications (*for item 6*)

1. Welcome, Introductions, Apologies and Declarations of Interest

Apologies for absence were received from Sally Szarka and Quinton Quayle.

Sarah Debney declared an interest in item 9(a) *Appointments Committee Chair's report – Adjudication Panel Member Appointments* - as a former employee of My Home Move.

The Council was advised that it is hoped that members would be able to attend an afternoon tea after the next meeting on 25 July 2019 to mark Alex Clark's extensive service to the CLC. Further details would follow in due course.

As agreed following the Governance Review, the new agenda format prioritises strategy items and items requiring a decision. Members had been invited to give advance notice of information items they would like to discuss. Alan Cogbill had raised some questions on item 12 *Watchlist and Interventions*, responses to which had been circulated to members and would be discussed under that item.

2. Minutes and Matters Arising

a) Minutes of the meeting held on 24 January 2019

The Council **AGREED** that minutes of the meeting of the Council held on 24 January 2019 be approved as a correct record;

b) Minutes of the workshop held on 7 March 2019

The Council **AGREED** that minutes of the Council Workshop held on 7 March 2019 be approved as a correct record;

c) Minutes of the meeting held on 28 March 2019

The Council **AGREED** that minutes of the meeting held on 28 March 2019 be approved as a correct record;

d) Ratification of decisions taken outside Council meetings

The Council **AGREED** the following decisions that were taken outside Council meetings:



e) Actions arising from previous meetings

The Council reviewed actions arising from its previous meetings.

All actions were either completed or were included on the forward programme of work.

An Extraordinary Council meeting to consider Compensation Fund Working Group recommendations had been scheduled for 8 October 2019. It was agreed to identify a further date for the meeting to allow as much time as possible for consideration.

The Council had previously agreed to review its Corporate Governance Framework at its meeting on 25 July 2019. It was agreed that the Chair would write to the LSB to advise of the intention for membership of the CLC Council to include the Chief Executive.

The Council:

- (1) **NOTED** progress with actions arising from previous meetings;
- (2) **AGREED** to continue with the current minute format;
- (3) **AGREED** to identify further dates for an Extraordinary meeting of the Council;
- (4) **AGREED** that the Chair would advise the LSB of the intention for membership of the CLC Council to include the Chief Executive.

Action: May/19/01 To identify further dates for an Extraordinary meeting of the Council

Action: May/19/02 The Chair to write to the LSB about membership of the CLC Council

3. Chief Executive's Report

The Director of Strategy and External Relations introduced the report.

In addition to the updates contained within the report, the Council was advised that:

- Two RSM's and a Regulatory Standards Adviser have been appointed.
- The recent recruitment of Adjudication Panel members had identified some professional members who would be invited to join the informal Professional Reference Group.
- A Memorandum of Understanding between CLC and HM Land Registry on requisition data sharing would be finalised the following week.
- The outcome of the diversity survey would be considered in detail at the Council Workshop on 6 June 2019.
- The LSB had notified of amendments to Internal Governance Rules (IGR) following a recent consultation exercise and of a further consultation on proposed revisions which would affect the Rules and Guidance relating to Regulatory Autonomy, Appointments and Terminations, the closing date for which would be 12 June 2019. The LSB plans to publish the final IGR this summer.

It was observed that the high level of compliance with Informed Choice is commendable.

Officers were requested to report further on AML compliance and inspections.

The Council:

- (1) **NOTED** the Chief Executive's report;
- (2) **AGREED** to request officers to report further on AML compliance and inspections.

Action: May/19/03 Officers to report further on AML compliance and inspections

4. Fee setting 2019-2020

The Director of Finance and Operations introduced the consultation for fee setting for 2019-2020 based on Council discussions at the 7th March workshop.

The Council **AGREED**:

- (1) To consult on a Practice Fund fee rate reduction of up to 20%;
- (2) To consult on a Compensation Fund fee rate reduction of up to 60%.

Action: May/19/04 To begin the consultation on the fee rates reduction

5. Principal Risk Register

The Council was advised that the Principal Risk Register had been reviewed by the Audit and Risk Committee on 15 April 2019, who had agreed that no amendments were required.

The potential impact of staff turnover in the context of the size of the organisation was acknowledged. The Council was advised that employee turnover is kept under close review and that staff had already been recruited into recent vacancies which would allow adequate time for a suitable handover. It was agreed to add "*loss of business continuity due to unforeseen circumstances*" to the impact columns of risks 4 and 5 of the register.

The Council **AGREED** the Principal Risk Register (as amended above).

Action: May/19/05 To amend risks 4 and 5 of the Principal Risk Register as detailed above

6. Customer Charter

The Deputy Director of Communications introduced a report on the outcome of a consultation on the introduction of a Customer Charter.

A revised Customer Charter was tabled.

The following comments were made:

- To clarify that it is the Customer Charter should be presented by firms as coming from the CLC, not themselves
- To include references to property and probate lawyers throughout the document
- To place emphasis on the specialist nature of conveyancing and probate and the confidence that may be placed in the CLC as a specialist regulator

The Council:

- (1) **NOTED** the outcome of the Customer Charter Consultation;
- (2) **AGREED** that a revised version would be circulated to members for final comment and finalisation prior to publication.

Action: May/19/06 Amendments to the Customer Charter as above, for circulation to Council Members prior to finalisation and publication

7. Annual Evaluation of SQA-managed Qualifications

The Director of Regulatory Standards introduced an evaluation of the qualification scheme managed by SQA after its second year of operation.

The Council **AGREED:**

- (1) To cease to charge a fee of £75 for registration as a Conveyancing Technician;
- (2) To discount by £75 the fee payable for a first licence fee to practice as a CLC Lawyer for any individual who has already paid a £75 fee to be registered as a Conveyancing Technician;
- (3) To communicate the decision to practices and individuals.

Action: May/19/07 To communicate the decision to cease the fee for registration as a Conveyancing Technician

8. Appointments to Council Committees

Following the end of the second term of office of longstanding member, Alex Clark, the Council reviewed membership of its Committees and agreed the arrangements for an audit of the non-executive skills ahead of non-executive member recruitment in 2020.

The Council:

- (1) **AGREED** membership of its Committees as follows:

Appointments Committee

- Janet Paraskeva (Chair)
- Colin Wilby (Lay Member)
- Andrea Pierce (Professional Member)

Audit and Risk Committee

- Heather Foster (Chair)
- Andrea Pierce (Professional Member)
- Richard Cryer (Independent Member)
- Sarah Debney (Professional Member)
- Teresa Perchard (Lay Member)

Remuneration Committee

- Colin Wilby (Chair)
- Alan Cogbill (Lay Member)
- Sarah Debney (Professional Member)
- Quinton Quayle (Lay Member)

- (2) **AGREED** the timetable for the Appointments Committee to review non-executive director succession planning.

Action: May/19/08 To undertake a skills audit later this year

Action: May/19/09 To schedule Appointments Committees and include member skills audit and succession planning on the Council work programme

9. Committee Reports

9(a) Appointments Committee

Sarah Debney had declared an interest in the appointment of an Adjudication Panel member recorded at item 1 above.

The Terms of Reference of the Appointments Committee include responsibility for the appointment of Adjudication Panel Members. The Chair advised the Council of the outcome of the Adjudication Panel member recruitment process.

The Council **NOTED** the following appointments to the Adjudication Panel for an initial four year term of office commencing 1 September 2019:

- Victoria Goodfellow (Chair)
- Paul Brooks (Lay member)
- Catherine Fewings (Professional member)
- John Jones (Professional member)
- Robert McKellar (Professional member)
- Helen Riley (Lay member).

9(b) Audit and Risk Committee

The Committee considered a summary of the Audit and Risk Committee's business at its meeting on 15 April 2019, which had included a review of the proposed scopes of internal audits for the year. It was agreed that it would be useful for the internal auditors to receive all Council and Committee agenda.

The Council:

- (1) **AGREED** that the CLC's internal auditors would receive all Council and Committee agenda; and
- (2) **NOTED** the report of the Chair of the Audit and Risk Committee.

Action: May/19/10 To include CLC's internal auditors on the distribution list for all future Council and Committee agenda

10. Dates of Forthcoming Meetings

- Council Workshop - Thursday 6 June 2019, 3 p.m.
- Council Meeting – Thursday 25 July 2019, 11.a.m.

INFORMATION ITEMS

11. Q1 Performance Outturn

The Council **NOTED** the Performance Outturn report for Q1, which had been reviewed and discussed in detail by the Audit and Risk Committee at its meeting on 15 April 2019.

12. Watchlist and Interventions

Alan Cogbill had requested additional information on Watchlist ref. 1, responses to which had been circulated to members on 1 May 2019 and copies of which were tabled.

It was agreed to include the Watchlist and Intervention report as a routine discussion item on future Council agenda, rather than as for information.

The Council:

- (1) **NOTED** the Watchlist and Interventions report; and
- (2) **AGREED** to include the Watchlist and Interventions report on the main section of future Council agenda.

Action: May/19/11 To include Watchlist and Intervention reports on the main section of the Council agenda for discussion

13. Business Plan 2019 – Progress Report

The Council **NOTED** progress against the Business Plan during Q1.

14. Property and Law Round Up

The Council **NOTED** the CLC's Property and Law Round Up.

15 Council Workplan

The Council **NOTED** the forthcoming Workplan.

16. Dates of Forthcoming Council Meetings

Officers were requested to recirculate dates of scheduled meetings.

- Council Workshop – Thursday 6 June 2019 at 3.00 p.m.
- Council meeting – Thursday 25 July 2019, 11.00 a.m.

Action: May/19/12 To recirculate dates of scheduled meetings