



Terms of Reference for the Council for Licensed Conveyancers (CLC)

Technology and Innovation Working Group (the group)

Introduction

The group is established to provide advice and make recommendation to the CLC in relation to guidance on the responsible and ethical use of technology and innovation in practice, and any related issues that the group considers to be in the interests of consumers and conveyancing and probate practices or is relevant to the CLC's regulatory objectives.

Aims

The group will identify and understand:

- 1.1 the different use cases for technology and innovation in conveyancing and probate practice (the sector).
- 1.2 existing and emerging the technology currently in use or being developed for use in the sector, and any actual or perceived barriers to adoption.
- 1.3 the benefits and opportunities that technology and innovation can or may provide for consumers and the sector.
- 1.4 the real or perceived risks for consumers and the sector arising from the use of technology or other innovations, and how these can best be mitigated.
- 1.5 how guidance can enable the responsible and ethical use of technology and innovation, whilst safeguarding the interests of consumers and practices and maintaining public confidence in the scheme of regulation.

The group will assess the information and intelligence it gathers and:

- 1.6 provide input into the development of CLC guidance on the responsible and ethical use of technology and innovation in practice.
- 1.7 review draft guidance produced by the CLC and provide constructive feedback on the content.
- 1.8 make any final recommendations to the CLC on the regulation of technology and innovation more broadly.

Guiding Principles

The group will be guided by the following Principles as it fulfils its aims:

- 2.1 Improving efficiency
- 2.2 Improving transparency
- 2.3 Protecting consumers and improving the consumer experience of legal services.

Membership and Decision Making

- 3.1 The group will be Chaired by a member of the Council.
- 3.2 Membership is by invitation of the CLC and includes Council members, a representative of the CLC monitoring team, stakeholders from CLC regulated practices, and a range of other stakeholders with relevant experience or interests from across the broad conveyancing and probate sector.
- 3.3 The Chair to remove the membership of anyone whose conduct is no longer considered conducive to fulfilling the aims of the group.

3.4 Membership is unpaid and at times, members may be required to declare any interests.

3.5 This is an advisory group with no formal decision making powers.

Governance and Reporting

4.1 Minutes will be kept of each meeting and signed off by the Chair.

4.2 The Chair will provide a brief written report to the Chief Executive of the CLC following each meeting and update the Council on the work of the group.

4.3 To ensure that an accurate record is made of discussions, it may be necessary to record certain meetings. Any recordings will be deleted once detailed notes have been prepared.

4.4 The expectations and deliverables for this group will be agreed at the initial meeting and may be revised from time to time at subsequent meetings, or as necessary, by the Chair.