

Panel Chair – Adjudication Panel

The Council for Licensed Conveyancers (CLC) is a specialist regulator of property law services in England and Wales and require an experienced Panel Chair to lead the small team that makes disciplinary determinations and hears appeals against regulatory decisions taken by the CLC.

Established by the Administration of Justice Act 1985, the CLC is an Approved Regulator under the Legal Services Act 2007 and is subject to the oversight regulation of the Legal Services Board.

The CLC regulates Practices and Licensed Conveyancers and probate practitioners in the provision of reserved legal activities and other non-reserved functions (including will writing). The CLC is also a licensing authority authorised to license and regulate Alternative Business Structures.

As a result of their term of office coming to an end shortly the CLC is seeking to appoint a Panel Chair for its Adjudication Panel. The Panel makes its determinations independent of the CLC.

Key Information – Panel Chair

- The Adjudication Panel meets on an ad hoc basis dependent on demand (approximately 5 days a year), to make disciplinary determinations and hear appeals against regulatory decisions taken by the CLC
- Except in exceptional circumstances no individual Adjudication Panel Member will be required to sit for more than two consecutive days
- The appointment is for up to 4 years initially, renewable for one further term of up to 4 years
- The Panel Chair is remunerated at £650 per day
- Closing date for applications is Monday 25th March 2019
- Interviews will take place on Tuesday 5th April 2019

Overview of the responsibilities

- The overall role of the Panel Chair is to provide an appropriate balance between accountability to the CLC Council while maintaining the independence of the Panel's decision making
- Responsible for chairing disciplinary proceedings, training sessions and associated meetings
- Facilitating the Panel through decision making process, ensuring all views are taken into consideration
- Providing feedback on meetings and contributing to the continual improvement of the investigating process
- Carry out annual appraisals for Panel Members and helping to identify their individual and collective training needs
- Reporting annually to the CLC Council on the performance of the Committee
- Drafting well-reasoned decisions and determination documents
- Work closely with the Panel to determine the appropriate outcomes on each matter before the panel

To be considered for the role of Adjudication Panel Chair you will need to fulfil the following criteria:-

- Legally qualified in the UK – *NOT a CLC member*
- Have previous experience within a judicial role and/or Chairing an Adjudication or Disciplinary Panel

- Confident in analysing and evaluating evidence
- Ability to draft well-reasoned decisions, determination documents and reports
- Effective team member, able to contribute strongly and robustly to debates to reach a consensual decision
- An understanding of the legal services sector
- A commitment to public protection and an understanding of professional practice and regulation

The CLC are looking for a diverse range of individuals to serve as Chair, Professional and Lay Panel Members. Interested in professionals looking for a new challenge, and who are effective at listening, questioning, and decision-making. The CLC would particularly like to encourage applications from all diverse members of community and society.

Please email your CV to michellep@clc-uk.org, applications must be received by Monday 25th March 2019