

Lay Panel Member – Adjudication Panel

The Council for Licensed Conveyancers (CLC) is a specialist regulator of property law services in England and Wales and requires two Lay Panel Members to join the small team that makes disciplinary determinations and hears appeals against regulatory decisions taken by the CLC.

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 terms of office coming to an end shortly the CLC is seeking to appoint two Lay Members for its Adjudication Panel. The Panel makes its determinations independent of the CLC.

Key Information – Lay Panel Members

- 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
- All Panel Members report into the CLC Council, Panel Members are remunerated at £325 per day
- Interviews will take place from, with a view to the term starting April/May 2019 to ensure a handover with current Panel Members
- Typically a one stage interview process with the CLC Appointment Committee

Overview of the responsibilities

- Responsible for contributing to Panel meetings and hearings
- Ensure the CLC operates within the limits of its statutory authority
- Work collaboratively with the Panel to determine appropriate out-comes on each matter
- Contribute to the continual improvement of the investigating process
- A full detailed job description can be found by visiting the CLC website

To be considered for the role of Lay Panel Member you will need to fulfil the majority of the following criteria:-

- Ideally to hold a professional qualification and have an understanding of standards in professions other than the legal services sector
- Experience in a judicial role or have previous experience of Panel membership in a comparable public, private or voluntary sector organisation
- Confident in analysing and evaluating evidence
- Effective team member, able to contribute strongly and robustly to debates to reach a consensual decision
- 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.

Full job descriptions can be found on the CLC website. Please refer to the privacy policy on the CLC website to understand how your data will be handled in accordance with GDPR.

The CLC aim to contact applicants within 10 working days of application.