

Adjudication Panel Member (Lay) – Job Description

About the Council for Licensed Conveyancers

The Council for Licensed Conveyancers (CLC) is the innovative, specialist regulator of property law services. The CLC was 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 is a specialist property law regulator which licenses and regulates Practices and Licensed Conveyancers in the provision of reserved legal activities (currently conveyancing and probate services) and other non-reserved legal activities (including will writing). The CLC is also a licensing authority authorised to license and regulate Alternative Business Structures.

The CLC is a national regulator carrying out the full range of regulatory activities. Our responsibilities are across England and Wales.

The CLC is seeking to appoint a new Lay Panel Member for its Adjudication Panel to join the small team that makes disciplinary determinations and hears appeals against regulatory decisions. The CLC appoints Lay Panel Members to ensure the focus remains on protecting and promoting the public interest. Lay Members have experience of protecting the public interest, offer leadership from different sectors with a shared commitment to effective, proportionate regulation.

Panel Member role and responsibilities

- Attend and contribute to Panel meetings and hearings
- Work collaboratively with the Panel and the staff to determine the appropriate outcomes on each matter before the Panel
- Help promote high standards of probity and propriety
- Ensure that the CLC operates within the limits of its statutory authority
- Draw to the attention of the Chair and Deputy Chairs of the Panel, Chair of the Council or Chief Executive, any matters that might adversely affect the CLC's reputation

Qualities required for the role of Panel Member (Professional)

- 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
- Effective team member, able to contribute strongly and robustly to debates to reach a consensual decision
- Sound and robust judgement and the ability to seek and challenge information to reach and take decisions
- Ability to exercise discretion and work confidentially
- Ability to hold and defend a position, questioning proposals and responding to them in a strategically challenging, open manner, understanding and valuing different perspectives
- Ability to work as an effective team member and contributing strongly and robustly to debates to reach a consensual decision

- Ability to give sound, dispassionate and impartial views, irrespective of the specific interest held.

Key Information

- The Adjudication Panel meets on an ad hoc basis dependent on demand (approximately 5 days a year)
- Panel Members are remunerated at £325 per day
- The appointment is for up to 4 years initially, renewable for one further term of up to 4 years

Conflict of Interest

You should note particularly the requirement to declare any conflict of interest that arises in the course of CLC business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the CLC. Any actual or perceived conflicts of interest will be fully explored by the interview/appointment panel at shortlisting or interview stage.