



Regulating  
Property  
And  
Probate  
Lawyers

## **Non-Executive Director/Lay Council Member**

### **Council for Licensed Conveyancers**

#### **Introduction: Message from CLC Chair, Dame Janet Paraskeva**

Thank you for your interest in a role on the Council for Licensed Conveyancers.

The CLC is the independent regulator of specialist conveyancing and probate lawyers. We play a vital role underpinning confidence in the property market that is a significant element of the British economy. As well as our core regulatory role of protecting consumers, we serve the public and commercial interest by supporting innovation and competition in the delivery of legal services.

The CLC has made great strides in recent years, streamlining processes, reshaping the staff team significantly and reducing the cost of regulation. We have a long-term strategy, delivery of which is overseen by the Council and which offers great scope to further improve the CLC's performance as a forward-looking, risk focused regulator.

The Legal Services Board is our oversight regulator and gave a positive view in our most recent regulatory performance assessment. We are now in a stronger position than ever as we look for new ways to continue to develop our sectors of the legal services market through initiatives such as the CMA's transparency expectations for consumer information and the ever-increasing digitisation of business activities.

The Council has both lay and legal professional members, with a lay majority and a lay Chair.

As part of a small Board that manages a very streamlined organisation, we need each member to play their full part and we look forward to meeting people who can contribute their professionalism and experience to the governance and strategic development of the CLC.

Dame Janet Paraskeva, Chair, CLC.

## Person Specification

- Non-executive experience at Board level, understanding the respective roles of the Board, Executive Directors and Non-Executive Directors in the context of a public body.
- Commitment to regulation in the interests in consumers.
- Good judgement and the ability to question and/or challenge constructively at a strategic level within a Board setting.
- Ability to assimilate and analyse complex information quickly to arrive at sound, and impartial views
- Ability to work as an effective team member and to contribute robustly to debates to reach a consensual decision.
- A commitment to equality, diversity and inclusion.
- Understanding of and commitment to the seven principles of public life (see appendix).

In addition to the qualities outlined above for all Council Members, we are looking for people with expertise in the following areas:

- Recent developments in information technology and business systems.
- Digital business processes in business-to-business and/or business-to-consumer contexts.
- Developments in artificial intelligence that may have application in the legal services sector.

[N.B. Candidates for Lay Council Member roles can only be considered if they have never been a Licensed Conveyancer, a Licensed CLC Practitioner nor an Authorised Person in relation to an activity which is a reserved legal activity (e.g. Solicitor, Barrister, Notary Public, Fellow of the Institute of Legal Executives)]

## Seven principles of Public Life

All candidates for public appointments are expected to demonstrate a commitment to and an understanding of the value and importance of the principles in public service. The Seven Principles are:

**Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends

**Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties

**Objectivity** In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

**Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** Holders of public office should promote and support these principles by leadership and example.

## **Terms of Appointment**

- The likely time requirement is c.15 days per year Council Members are paid £8200 per annum. Reasonable expenses will be reimbursed under our expenses policy.
- Council meetings are generally held in central London, with occasional meetings and events elsewhere in the UK.
- Council Members are appointed for terms up to four years, with possible extensions thereafter. Appraisals are held with each member annually.

## **Application Process**

- Submission of a supporting statement, outlining your interest in the role and how you meet the person specification and your CV
- Equalities monitoring form (sent electronically at two stages during the selection process)
- After the **closing date of 5pm on Tuesday 24<sup>th</sup> March 2020**, the Appointments Committee will assess candidates' suitability for the role based on evidence provided in the covering letter and CV against the above criteria. Shortlisting for Interview will take place mid-April 2020
- **Interviews** for shortlisted candidates will take place week commencing 4<sup>th</sup> May 2020 in London
- It is anticipated that the successful candidates will be appointed as soon as possible. Induction sessions will be arranged prior to this.
- CLC values and promotes diversity and is committed to equality of opportunity. All appointments are made on merit.

If you have any questions about the process, please contact our external recruitment partner  
Michelle Paoloni [michellep@clc-uk.org](mailto:michellep@clc-uk.org)