

## Legally Qualified Independent Chair – Adjudication Panel Role Description & Person Specification

### Background

The **Council for Licensed Conveyancers (CLC)** is the statutory regulator for Licensed Conveyancers and probate practitioners, established by the **Administration of Justice Act 1985** and operating under the **Legal Services Act 2007**. As an Approved Regulator, the CLC oversees Practices and Licensed Conveyancers to ensure compliance in reserved legal activities like conveyancing and probate, as well as non-reserved functions such as will writing. The CLC also licenses and regulates Alternative Business Structures.

The **Adjudication Panel** serves a critical function in the CLC's regulatory framework, making impartial determinations on disciplinary matters and hearing appeals against regulatory decisions. The Panel comprises both Lay Members and Professional Members (Licensed Conveyancers) who act independently of the CLC in fulfilling their adjudicative responsibilities.

### Panel Chair - Role Description

The **Adjudication Panel Chair** ensures the effective operation of the Panel while maintaining the independence of its decision-making. The Chair leads hearings, facilitates decision-making, and ensures compliance with statutory and ethical standards. The role supports the CLC's mission by upholding fairness, public trust, and professional integrity within the conveyancing profession.

- **Provide Balanced Leadership:** Ensure an appropriate balance between accountability to the CLC Council for the effective operation of the Adjudication Panel and maintaining the independence of the Panel's decision-making.
- **Empanelment:** Organise and empanel members for Adjudication Panel hearings in accordance with the Adjudication Panel Procedure Rules.
- **Chair Hearings and Meetings:** Lead disciplinary proceedings, training sessions, and associated meetings, ensuring professionalism and adherence to procedural standards.
- **Facilitate Proceedings:** Oversee the smooth running of proceedings, enabling effective discussions and ensuring all views are fully considered in a collaborative manner.
- **Ensure Lawful and Fair Decisions:** Uphold the Panel's independence and ensure decisions are lawful, made in the public interest, and reflect sound judgment.
- **Timely Consideration of Cases:** Ensure that individual cases are reviewed and determined promptly, with due consideration to all relevant factors.
- **Promote Equality and Diversity:** Reflect equality and diversity considerations in the review and determination of cases.
- **Feedback and Continuous Improvement:** Provide constructive feedback on meetings and contribute to the continuous improvement of the disciplinary process.
- **Draft Reasoned Decisions:** Prepare well-reasoned and timely decisions and determination documents to a high professional standard.
- **Collaborate Effectively:** Work with Panel members and staff to determine appropriate outcomes for each matter.
- **Promote Integrity and Standards:** Help uphold high standards of probity, propriety, and professional conduct.
- **Compliance Oversight:** Ensure the CLC operates within its statutory authority and aligns with regulatory obligations.
- **Address Key Issues:** Notify the Chief Executive of any matters that may adversely affect the CLC's reputation or regulatory effectiveness.
- **Support Panel Development:** Conduct annual appraisals for Panel members and identify individual and collective training needs.
- **Training Delivery:** Organise and lead annual training sessions for Panel members to maintain awareness of current legal and regulatory developments.
- **Performance Reporting:** Provide an annual report to the CLC Council on the Panel's performance and any recommendations for improvement.

# Adjudication Panel Chair - Person Specification

*(against which candidates will be shortlisted)*

## Essential Criteria:

- Legally qualified in the UK (not a CLC member).
- Experience within a judicial role and/or Chairing an Adjudication or Disciplinary Panel.
- Experience of representing the public interest with a strong dedication to public protection and regulatory integrity.
- Regulatory or public law knowledge.
- Skilled in evaluating evidence and legal submissions.
- Familiarity or understanding of the rules of evidence
- Experienced in managing complex hearings and drafting reasoned decisions, determination documents and reports.
- Possesses an understanding of the legal services sector, professional practice and regulation.

## Skills and Abilities:

- Possesses analytical and strategic thinking for debating complex or sensitive issues.
- Sound, robust judgment to challenge and assess information critically.
- Effective leadership and team collaboration skills.
- Strong written communication skills for drafting well-reasoned decisions.
- Capacity for discretion and confidentiality in sensitive matters.
- Commitment to impartiality and evidence-based decision-making.

## Desirable Criteria:

- Experienced in chairing hearings involving appellant advocates, including experienced legal representatives and King's Counsel (KCs).
- Familiarity with the challenges of managing high-stakes hearings where complex legal arguments are presented.
- Expertise in balancing competing perspectives to ensure fairness and adherence to statutory and procedural rules.
- The maintenance of the professional standards of persons who provide legal services

## Additional Information

### Remuneration and Time Commitment:

- The role of Adjudication Panel Chair is remunerated at a rate of £751 per day (plus expenses when travel is required).
- Adjudication Panel Hearings are scheduled when required and the Panel meets on an ad-hoc basis dependant on demand.
- This role requires a time commitment of approximately 15 days of commitment per year, with hearings typically lasting 1–3 days. Complex cases may require 4–7 consecutive days.

### Term of Appointment :

- The appointment will be for up to 4 years initially, renewable for one further term of up to 4 years.
- Term to commence Mid-February 2025.

### Location:

- Most meetings and hearings take place virtually, with occasional hearings taking place in person (London)

### Conflict of Interest:

- Candidates must declare any conflicts of interest that arise during CLC business, including relevant business interests, positions of authority, or connections with organisations related to the CLC's activities. The interview/appointment panel will fully explore any actual or perceived conflicts during shortlisting or at the interview stage.

## The Application Process

This recruitment campaign is being supported by an external recruitment partner, Michelle Paoloni at House Recruitment. Completed applications should be sent no later than **12pm on Friday 27th December 2024** to [CLCadjudicationpanel@houserecruitment.co.uk](mailto:CLCadjudicationpanel@houserecruitment.co.uk), All candidates will be contacted by Tuesday 7<sup>th</sup> January 2025 with the outcome of their application.

### The application should consist of:

- **An up-to-date CV:** detailing any relevant professional body membership.
- **A supporting statement:** (maximum two pages) which gives an opportunity to outline how the requirements within the person specification are met and any additional information that may support your application.
- **Evidence of drafting skills:** please provide a recent example of a decision or written advice that you have drafted. To ensure confidentiality, if required, the document should be suitably anonymised (evidence can be a link to a published decision or an additional document).
- **Diversity and Inclusivity Monitoring Form** – completed only on application. An automated email confirming receipt of application will be sent with a link to the form.

### The Interview Process

- Single stage interview - this will take place (via MS Teams) with the Selected Appointment Panel on Monday 13<sup>th</sup> January 2025.

If you have any questions, please contact Michelle Paoloni - [CLCadjudicationpanel@houserecruitment.co.uk](mailto:CLCadjudicationpanel@houserecruitment.co.uk)