

## Adjudication Panel - Professional Panel Member Role Description & Specification

### Background

The **Council for Licensed Conveyancers (CLC)** is the statutory regulator of specialist property law services, safeguarding the integrity of billions of pounds worth of transactions in the legal services sector annually. Guided by a mission to promote competition, foster innovation, and protect the public interest, the CLC holds licensed conveyancers to the highest standards of professional conduct.

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.

### Purpose

The **primary role of the Adjudication Panel** at the Council for Licensed Conveyancers (CLC) is to serve as an independent body responsible for making decisions on regulatory and disciplinary matters. It ensures the integrity of the legal services market by upholding high professional and ethical standards among licensed conveyancers and regulated entities.

#### Key Responsibilities of the Adjudication Panel:

- **Disciplinary Determinations:** Reviews allegations of professional misconduct or regulatory breaches and imposes appropriate sanctions, such as fines or license suspensions.
- **Hearing Appeals:** Provides an impartial review of regulatory decisions, ensuring fairness and compliance with principles of natural justice.
- **Maintaining Standards:** Delivers transparent and well-reasoned decisions to uphold public trust and professional integrity within the conveyancing sector.
- **Protecting Consumers:** Safeguards client interests by addressing conduct that may harm consumers or undermine confidence in legal services.
- **Compliance and Independence:** Ensures decisions align with statutory frameworks and operates independently from the CLC's regulatory staff to guarantee impartiality.

The Adjudication Panel plays a vital role in ensuring fairness, protecting public interest, and maintaining high professional standards within the legal services regulated by the CLC.

## Professional Member – Adjudication Panel Member, Role Description

The Council for Licensed Conveyancers (CLC) is seeking to recruit a Licenced Conveyancer to join the Adjudication as a Professional Panel Member. Reporting into the Adjudication Panel Chair and working alongside other Professional Members and Lay Members.

As a Panel Member, you will contribute to the impartial and effective adjudication of disciplinary cases and appeals, ensuring fairness, transparency, and accountability in all decisions. The Panel's work directly supports the CLC's mission to regulate licensed conveyancers and foster innovation, competition, and consumer confidence in legal services.

### Responsibilities

- Actively participate in hearings (both remotely and in person) to determine appropriate outcomes for disciplinary matters and appeals against regulatory decisions taken by the CLC.
- Assess evidence and submissions, applying sound judgement to reach fair and balanced decisions.
- Collaborate effectively within the Panel to uphold the highest standards of integrity, professionalism, and public trust.
- Ensure that decisions adhere to the principles of natural justice and align with the CLC's statutory authority.
- Uphold fairness, integrity, and accountability as core principles in decision-making.
- Promote confidence in the conveyancing profession by championing transparency and accountability.

## Professional Member – Adjudication Panel Member, Person Specification

*(against which candidates will be shortlisted)*

Professional Adjudication Panel Members must be a Licenced Conveyancer. *Clarified as a CLC Lawyer Member, who is or has at any time held a licence to practise as a CLC Lawyer, or any individual who is or has at any time been a Manager of a CLC Body.*

### Essential Criteria

Expertise in **one or more** of the following areas:

- Provision of conveyancing, probate, or other legal services regulated by the Council for Licensed Conveyancers (CLC).
- Representation of the public interest.
- Disciplinary, regulatory, or public law.
- Handling complaints within a regulated setting.
- Case management and procedural oversight.
- Analysis, evaluation, and consideration of evidence and legal submissions.
- Familiarity with or understanding of the rules of evidence.
- Upholding professional standards in legal or other professional sectors.

### Commitment and Understanding:

- Strong dedication to public protection and regulatory integrity.
- Deep understanding of professional practice and regulation in the legal services sector.
- A clear commitment to the mission and objectives of the CLC and to serving the public interest.

### Skills and Abilities:

- Rapid assimilation and analysis of complex information to contribute to high-level discussions.
- Sound and balanced judgment with the ability to challenge and evaluate information critically.
- Discretion, confidentiality, and an ability to navigate sensitive matters with impartiality.
- Strong teamwork skills, contributing to collaborative decision-making and reaching consensus.

- Confidence to present, question, and defend positions in a strategic and open manner while valuing diverse perspectives.
- Capacity to write well-reasoned decisions *with appropriate training and support*.
- Ability to deliver impartial, evidence-based opinions independent of specific personal interests.

### **Desirable Criteria**

- Proven experience as a panel member in a comparable public, private, or voluntary sector organisation.
- Practical involvement in contributing to disciplinary decisions within defined sanction parameters, including experience in judicial roles such as courts, tribunals, or disciplinary committees.
- A comprehensive understanding of the challenges faced by adjudication or disciplinary panels, particularly when engaging with advocates or King's Counsel (KC).

## **Additional Information**

### **Remuneration and Time Commitment**

- The role of Adjudication Panel Member is remunerated at a rate of £375 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. Time commitment approx. 10-15 days (based on 2024 demand).

### **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 end of January 2025.

### **Location**

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

## **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 20<sup>th</sup> December 2024** to [CLCadjudicationpanel@houserecruitment.co.uk](mailto:CLCadjudicationpanel@houserecruitment.co.uk). All candidates will be contacted by Friday 27<sup>th</sup> December 2024 with the outcome of their application.

### **The application should consist of:**

- **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.
- **An up-to-date CV** - detailing any relevant professional body membership (i.e., regulated profession membership status and number).
- **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 Thursday 2<sup>nd</sup> January and Friday 3<sup>rd</sup> January 2025.

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