

Professional Member of the Council

Council for Licensed Conveyancers (CLC)



Introduction: Message from CLC Chair, Dame Janet Paraskeva

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

Established 30 years ago to introduce competition into the conveyancing market, the CLC's focus continues to be on competition and fostering innovation to improve consumer choice while maintaining the highest standards of practice and consumer protection.

The CLC has made great strides in recent years, streamlining processes, reshaping significantly the staff team and reducing costs. The Council's attention will now turn to bringing the organisation's strategy up to date and overseeing the rolling programme of review of the CLC's regulatory arrangements that offers great scope to improve further the CLC's performance as a forward-looking, risk-focused regulator. This follows a very successful review of professional indemnity insurance arrangements that has delivered major benefits for consumers, the profession and the CLC itself.

The Legal Services Board is our oversight regulator and recently gave a very positive view of our most recent self-assessment, awarding the best set of comments on any of the front line regulators to the CLC. We are now in a stronger position than ever as we look for new ways to continue to foster competition and innovation and to engage with the government's planned series of reviews of legal sector regulation.

The terms of some current members of the Council are coming to an end and we are looking for 3 professional members to join the Council. As part of a small Board that governs a very streamlined organisation, each member is expected to play their full part and may become closely involved in particular projects.

The CLC is evolving fast and these positions on the Council are a great opportunity to make your contribution to a part of the legal sector that helps millions of people every year.

Best wishes,

A handwritten signature in black ink, reading "Janet Paraskeva". The signature is written in a cursive style with a prominent initial 'J' and a long, sweeping tail on the 'a'.

Dame Janet Paraskeva, Chair, CLC

Background

The Council for Licensed Conveyancers is the innovative, specialist regulator of property law services. We regulate individuals and entities that are responsible for billions of pounds' worth of transactions each year in the legal services mass market.

We have a mission to foster competition and innovation in the markets we regulate and have to make the best possible use of our resources to minimise the regulatory burden on the profession.

Definition of Professional Member of the Council:

“LC Member”: a Licensed Conveyancer, a CLC Probate Practitioner or any other Authorised Person eg

- Solicitor;
- Fellow of the Institute of Legal Executives
- Barrister
- Notary Public

Person Specification

Specific expertise

Experience in or knowledge of one or more of the following areas:

- Current experience of practising as a Licensed Conveyancer or Probate Practitioner.

Additional expertise

- consumer affairs;
- competition policy and market based interventions;
- market sectors related to services regulated by the CLC;
- the maintenance of the professional standards of persons who provide legal services;
- the maintenance of standards in professions other than the legal profession;
- the handling of complaints;
- An understanding of the legal services sector

Leadership

- Experience of Board or Council membership in a comparable public, private or voluntary sector organisation.
- Evidence of supporting change in an organisation to improve performance and ensure delivery of organisational objectives.

In addition, Council members should be able to demonstrate the following as appropriate:

- Ability to represent the interests of consumers in the legal services environment in any other regulated sector;
- The ability to balance conflicting views in order to make evidence based decisions

Holding to account

- A strong understanding of the respective roles and responsibilities of the Chair, Council member and Chief Executive, and the governance arrangements of a public body.
- Ability to scrutinise and make decisions on finances, ensuring value for money.

Consumer and Public Focus

- A commitment to public protection and an understanding of professional practice and regulation.
- Demonstrable commitment to the purpose of the CLC and to the public interest.
- Demonstrable commitment to and an understanding of diversity and equality.

Intellectual flexibility

- Ability to work at a strategic level and to assimilate and analyse information quickly in order to debate complex or sensitive issues at the highest level.
- Sound and robust judgement and the ability to seek and challenge information to reach and take decisions.

Communication

- Excellent communication skills, including proven ability to represent the Council's views to stakeholders and influence others.
- 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 give sound, dispassionate and impartial views, irrespective of the specific interest held.

Collaborative working

- Ability to work as an effective Board member and contributing strongly and robustly to debates to reach a consensual decision.

Role of Members

- Attend and contribute to Council meetings which deal with a range of issues including strategy, governance and regulatory policy.
- Work collaboratively with the Council and senior management team to develop the CLC's strategic priorities and ensure that these are appropriately reflected in the business and corporate plans.
- Constructively challenge and contribute to the strategy and business planning including the setting of key objectives and targets.

- Assist in monitoring the CLC's progress towards meeting the objectives reflected in its business and corporate plans.
- Help promote high standards of probity and propriety.
- Ensure that governance, internal control and risk management systems are effective and capable of delivering relevant, accurate and timely management and financial information to the Council.
- Ensure that the CLC operates within the limits of its statutory authority.
- Draw to the attention of the Chair of the Council or Chief Executive any matters that might adversely affect the CLC's reputation.
- Attend and contribute to Council sub-Committee meetings where appropriate.

Terms of Appointment

The likely time requirement is 12 to 15 days per year and remuneration will be approx £8,000 per annum.

Application Process:

- Submission of covering letter (outlining your interest in the role and how you meet the person specification) a CV to ceo@clc-uk.org
- The closing date for applications is **by midnight on Monday 15th August 2016.**

If you have any questions about this opportunity, please contact Susan Reynolds on 020 7250 8470 or e-mail suer@clc-uk.org

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

The 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 of public service. The seven principles of public life 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 that 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