

Tribunal Advisory Committee, 12 September 2017

Revised Competency Framework for Panellists

Executive summary and recommendations

Introduction

The Committee considered a first draft of the Competency Framework for Panellists at its meeting in May 2017. Following the May meeting Committee members provided detailed comments and suggestions by email. All feedback received has now been collated and incorporated into a revised version of the competency framework which is attached at Appendix 1.

Decision

The Committee is asked to discuss and recommend the revised Competency Framework for HCPC panellists to the Council for approval.

Resource implications

None

Financial implications

None

Appendices

Appendix 1 – Revised Competency Framework for Panellists 2017

Date of paper

21 August 2017

HEALTH AND CARE PROFESSIONS COUNCIL

Competence Framework for Panellists

Introduction

This Competence Framework is based upon the *Judicial Skills and Abilities Framework 2014* for the Courts and Tribunals Judiciary, which groups skills under six headings:

- Assimilating and clarifying information;
- Working with others;
- Exercising judgement;
- Possessing and building knowledge;
- Managing work efficiently;
- Communicating effectively.

Skills & Abilities	All Panellists	Panel Chairs
1. Assimilating and Clarifying Information:		
Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty through eliciting and exploring information.	Possesses the ability to quickly absorb, recall and analyse information, facts and legal argument.	Identifies and communicates priorities.
	Identifies and focuses on the real issues; is not lost in irrelevant detail.	
	Properly applies legal rules and principles to the relevant facts.	
	Is able to weigh evidence in order to make findings of facts and reach a reasoned decision. Asks appropriate questions of witnesses and representatives	

2. Working with Others:*	All Panellists	Panel Chairs
<p>Conducts proceedings appropriately, values diversity and shows empathy and sensitivity in building relationships.</p> <p><i>*Others refers to all users, colleagues, staff, advocates and witnesses.</i></p>	Treats people with respect, sensitivity and in a fair manner without discrimination.	Manages hearings fairly, providing objective directions and interventions
	Contributes to providing all parties with a fair opportunity to present evidence and participate fully in the hearing.	Leads the Panel by personal example
	Has an awareness of diversity and of the obligation to ensure the requirements of those with differing needs are properly met.	Adopts an inclusive approach to develop and maintains the reputation of the Panel and tribunal
	Demonstrating the appropriate balance between formality and informality in hearings.	Ensures that all those involved in the hearing are engaged so that they are able to participate and contribute to the hearing as fully as possible
	Works constructively with others to encourage co-operation and collaboration.	Facilitates constructive and productive Panel discussions and manages disagreements between Panellists
	Is able to recognize and deal appropriately with actual or potential conflicts of interest.	Seeks the advice of the Legal Assessor when appropriate
	Demonstrates familiarity with HCPC policies on expected behaviours including the HCPC Partner Code of Conduct	<p>Provides leadership on E&D and challenges inappropriate comments and/or actions</p> <p>Provides feedback on performance of Panel members</p>

3. Exercising Judgement: :* All Panellists		Panel Chairs
Demonstrates integrity and applies independence of mind to make incisive, fair and legally sound decisions.	Exercises sound judgement and common sense, is demonstrably fair and neither biased nor prejudiced. Demonstrates integrity and independence of mind.	Enables all Panellists to contribute effectively to decision making.
	Contributes, in an appropriate and timely manner, to reaching clear and reasoned decisions which are fair, objective and based upon relevant law and findings of fact.	Provides support to maintain and improve the Panel's performance.
	Makes effective use of advice in applying the relevant law and procedure to make decisions.	
4. Possessing and Building Knowledge:		
Possesses an informed knowledge of the relevant law and procedure and demonstrates an ability and willingness to learn and develop.	Possesses an appropriate and up to date knowledge of the relevant law and its underlying principles and procedure.	Contributes to the development of training programmes
	Demonstrates a willingness and ability to acquire relevant knowledge and concepts	Supports and encourages Panellists in training programmes
	Shows an ability and willingness to learn and develop.	Encourages learning, keeps knowledge up to date and communicates developments to other Panellists.
	Keeps up to date with changes in the law and procedure.	
	Embraces new processes and procedures.	
	Demonstrates openness to feedback.	
	Possesses a sound understanding of the policy environment with a focus on regulation	
Demonstrates a clear understanding of public interest and public protection		

5. Managing Work Efficiently: All Panellists		Panel Chairs
Works effectively, collaboratively and plans to make the best use of resources available.	Works collaboratively and contributes to the fair, efficient and effective management of cases and the conduct of hearings.	Runs hearings efficiently and effectively and takes responsibility for the use of the Panel's and tribunal's time and resources.
	Responds calmly and flexibly to changing circumstances.	
	Shows ability to work at speed and under pressure	
	Undertakes necessary preparatory work, manages time and tasks and minimises delays and irrelevancies.	
	Seeks guidance from and offers assistance to others as appropriate.	
6. Communicating Effectively:		
Demonstrates clear and succinct oral and written communication skills.	Adopts a clear and succinct communication style, both orally and in writing, which is appropriate to the intended audience.	Explains relevant legal or procedural issues clearly and succinctly.
	Listens attentively and seeks clarification where necessary.	Supports and delivers change within the tribunal.
	Demonstrates courtesy through effective communication.	Takes responsibility for the preparation and clarity of panel's reasoning ensuring full engagement of other Panel members
	Tailors language and communication style to meet individual needs and circumstances.	Provides clear, accessible and professional oral delivery
	Asks clear, concise, relevant and understandable questions without unnecessary technical jargon	
	Establishes authority and inspires respect and confidence.	
	Remains calm and authoritative even when challenged.	

July 2017