Health and Care Professions Council

Competence Framework for Panel Members and Panel Chairs

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:

<table>
<thead>
<tr>
<th>Competency heading</th>
<th>Panel Members and Panel Chairs</th>
<th>Panel Chairs</th>
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</thead>
</table>
| Assimilating and Clarifying Information | • Assimilates, recalls and analyses information to identify essential issues  
• Identifies and focuses on the real issues  
• Applies legal rules and principles to the relevant facts and clarifies uncertainty  
• Able to weigh evidence in order to make findings of facts and reach a reasoned decision  
• Asks appropriate questions of witnesses and representatives | • Identifies and communicates priorities. |
| Working with Others* | • Treats people with respect, sensitivity and in a fair manner without discrimination  
• Ensures that all parties are provided with a fair opportunity to present evidence and participate fully in the hearing  
• Values and promotes equality and diversity, ensures that the requirements of those with differing needs are properly met and challenges inappropriate comments and/or actions  
• Demonstrates the appropriate balance between formality and informality in hearings  
• Works constructively with others and encourages co- | • Manages hearings fairly, providing objective directions and interventions  
• Leads the Panel by personal example  
• Adopts an inclusive approach to develop and maintains the reputation of the Panel and tribunal  
• Facilitates constructive and productive Panel discussions and manages disagreements between Panellists  
• Seeks the advice of the Legal Assessor |
Others refers to all participants at hearings, e.g. The Panel Chair and Members, Legal Assessors, HCPTS staff, Registrants (and their advocate/representative) and HCPC Advocates and witnesses.

<table>
<thead>
<tr>
<th>Exercising Judgement</th>
<th>Possessing and Building Knowledge</th>
<th>Managing Work Efficiently</th>
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<tbody>
<tr>
<td>- Exercises sound judgement and common sense</td>
<td>- Possesses an appropriate and up to date knowledge of the relevant law and its underlying principles and procedure</td>
<td>- Works collaboratively and contributes to the fair, efficient and effective management of cases and the conduct of hearings</td>
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<tr>
<td>- Acts fairly and non-biased Demonstrates integrity and independence of mind</td>
<td>- Shows an ability and willingness to learn and develop</td>
<td>- Responds calmly and flexibly to changing circumstances</td>
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<tr>
<td>- Contributes, in an appropriate and timely manner, to reaching fair and reasoned decisions based upon relevant law</td>
<td>- Embraces new processes and procedures</td>
<td>- Shows ability to work at speed and under pressure</td>
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<tr>
<td>- Makes effective use of advice in applying the relevant law and procedure before making decisions.</td>
<td>- Demonstrates openness to feedback</td>
<td>- Undertakes necessary preparatory work, manages time</td>
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<tr>
<td>- Enables all Panellists to contribute effectively to decision making</td>
<td>- Possesses a sound understanding of the policy environment with a focus on regulation</td>
<td>- Ensures collaboration within panel and with Legal Assessor</td>
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<tr>
<td>- Provides leadership on E&amp;D and challenges inappropriate comments and/or actions</td>
<td>- Demonstrates a clear understanding of public interest and public protection.</td>
<td>- Provides feedback on performance of Panel members and Legal Assessor.</td>
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<tr>
<td>- Provides support to maintain and improve the Panel's performance</td>
<td>- Contributes to the development of training programmes</td>
<td>- Runs hearings efficiently and effectively and takes responsibility for the use of the Panel's time and resources.</td>
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and tasks to minimise delays and irrelevancies
  • Seeks guidance from and offers assistance to others as appropriate.

| Communicating Effectively | • Adopts a clear and succinct oral and written communication style and adjusts according to the audience  
  • Listens attentively and seeks clarification where necessary  
  • Demonstrates courtesy through effective communication  
  • Asks clear, concise, relevant and understandable questions without unnecessary technical jargon  
  • Establishes authority and inspires respect and confidence  
  • Remains calm and authoritative at all times. | • Explains relevant legal or procedural issues clearly and succinctly  
  • Supports and delivers change within the tribunal  
  • Takes responsibility for the preparation and clarity of panel’s reasoning ensuring full engagement of all Panel members  
  • Provides clear, accessible and professional oral delivery |