

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:

Competency heading	Panel Members and Panel Chairs	Panel Chairs
Assimilating and Clarifying Information	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Identifies and communicates priorities.
Working with Others*	<ul style="list-style-type: none"> • 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- 	<ul style="list-style-type: none"> • 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

<p>*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.</p>	<p>operation and collaboration</p> <ul style="list-style-type: none"> • Recognises and deals appropriately with actual or potential conflicts of interest • Demonstrates familiarity with HCPC policies on expected behaviours including the HCPC Partner Code of Conduct. 	<p>when appropriate</p> <ul style="list-style-type: none"> • Provides leadership on E&D and challenges inappropriate comments and/or actions • Provides feedback on performance of Panel members and Legal Assessor.
<p>Exercising Judgement</p>	<ul style="list-style-type: none"> • Exercises sound judgement and common sense • Acts fairly and non-biased Demonstrates integrity and independence of mind • Contributes, in an appropriate and timely manner, to reaching fair and reasoned decisions based upon relevant law • Makes effective use of advice in applying the relevant law and procedure before making decisions. 	<ul style="list-style-type: none"> • Enables all Panellists to contribute effectively to decision making • Provides support to maintain and improve the Panel's performance
<p>Possessing and Building Knowledge</p>	<ul style="list-style-type: none"> • Possesses an appropriate and up to date knowledge of the relevant law and its underlying principles and procedure • Shows an ability and willingness to learn and develop • 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. 	<ul style="list-style-type: none"> • Contributes to the development of training programmes • Encourages learning, keeps knowledge up to date and communicates developments to other Panel members • Runs hearings efficiently and effectively and takes responsibility for the use of the Panel's time and resources.
<p>Managing Work Efficiently</p>	<ul style="list-style-type: none"> • Works collaboratively and contributes to the fair, efficient and effective management of cases and the conduct of hearings • Responds calmly and flexibly to changing circumstances • Shows ability to work at speed and under pressure • Undertakes necessary preparatory work, manages time 	<ul style="list-style-type: none"> • Ensures collaboration within panel and with Legal Assessor

	<p>and tasks to minimise delays and irrelevancies</p> <ul style="list-style-type: none"> • Seeks guidance from and offers assistance to others as appropriate. 	
<p>Communicating Effectively</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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