



Regulating
Property
And
Probate
Lawyers

Audit and Risk Committee Chair

Council for Licensed Conveyancers

Introduction: Message from CLC Chair, Dame Janet Paraskeva

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

The CLC is the independent regulator of specialist conveyancing and probate lawyers. We play a vital role underpinning confidence in the property market that is a significant element of the British economy. As well as our core regulatory role of protecting consumers, we serve the public and commercial interest by supporting innovation and competition in the delivery of legal services.

The CLC has made great strides in recent years, streamlining processes, reshaping the staff team significantly and reducing the cost of regulation. We have a long-term strategy, delivery of which is overseen by the Council and which offers great scope to further improve the CLC's performance as a forward-looking, risk focused regulator.

The Legal Services Board is our oversight regulator and recently gave a positive view in our most recent regulatory performance assessment. We are now in a stronger position than ever as we look for new ways to continue to develop our sectors of the legal services market through initiatives such as the CMA's transparency expectations for consumer information and the ever-increasing digitisation of business activities.

The Council has both lay and legal professional members, with a lay majority and a lay Chair. We are looking for a new Chair of our Audit and Risk Committee.

As part of a small Board that manages a very streamlined organisation, we need each member to play their full part and we look forward to meeting people who can contribute their professionalism and experience to the governance and strategic development of the CLC.

Best wishes

Dame Janet Paraskeva, Chair, CLC.

Person Specification

The Audit and Risk Committee supports the Council's responsibilities for strategic & operational risk, control, governance and assurance. In addition to being financially qualified and having significant recent professional expertise in audit, governance, risk assurance and financial reporting, the Chair of the Audit & Risk Committee must also offer the following:

- Non-Executive experience on Audit & Risk Committees, ideally as Chair.
- Ability to oversee and challenge the CLC's systems and processes, ensuring that these are robust, provide value for money and can deliver accurate and timely management and financial information to the Council.
- Experience of providing assurance and guidance to Non-Executive colleagues about their financial and risk duties and responsibilities.
- Understanding of the role of internal and external auditors with experience of directing their work programmes and selecting audit providers.
- Non-executive experience at Board level, understanding the respective roles of the Board, Executive Directors and Non-Executive Directors in the context of a public body.
- Commitment to regulation in the interests in consumers.
- Good judgement and the ability to question and/or challenge constructively at a strategic level within a Board setting.
- Ability to assimilate and analyse complex information quickly to arrive at sound, and impartial views
- Ability to work as an effective team member and to contribute robustly to debates to reach a consensual decision.
- A commitment to equality, diversity and inclusion.
- Understanding of and commitment to the seven principles of public life (see appendix).

[N.B. Candidates for Lay Council Member roles can only be considered if they have never been a Licensed Conveyancer, a Licensed CLC Practitioner nor an Authorised Person in relation to an activity which is a reserved legal activity (e.g. Solicitor, Barrister, Notary Public, Fellow of the Institute of Legal Executives)]

Term of Appointment

The likely time requirement is c.15 days per year. Council Members are paid £8,200 per annum and Committee Chairs are paid a supplement of £1,025 per annum. Reasonable expenses will be reimbursed under our expenses policy.

Council meetings are generally held in central London, with occasional meetings and events elsewhere in the UK.

Council Members are appointed for terms up to **four years**, with possible extensions thereafter. Appraisals are held with each member annually.

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 in public service. The Seven Principles 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 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.

Application Process

- Submission of a CV and supporting statement, outlining your interest in the role and how you meet the person specification by 5pm on Friday 27th March 2020
- After the closing date, the Appointments Committee will assess candidates' suitability for the role based on evidence provided in the supporting statement and CV against the above criteria. Shortlisting will take place mid-April 2020
- Interviews for shortlisted candidates will take place on Monday 4th May and Tuesday 5th May 2020
- It is anticipated that the successful candidates will be appointed as soon as possible. Induction sessions will be arranged prior to this
- CLC values and promotes diversity and is committed to equality of opportunity. All appointments are made on merit.

If you have any questions about the process, please contact our external recruitment partner
Michelle Paoloni michellep@clc-uk.org

