

1. Knowledge of Key Legislation Governing the HPC

Self assessment:	Rating			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

Panel Member 1 Assessment of Chair	Ratings			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

Panel Member 2 Assessment of Chair	Ratings			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

Legal Assessor's Assessment of Chair	Ratings			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

Rationale for rating other than 3

2. Application of Relevant Procedures

Self assessment:	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

Panel Member 1 Assessment of Chair	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

Panel Member 2 Assessment of Chair	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

Legal Assessor's Assessment of Chair	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

Rationale for rating other than 3

3. Understanding of the importance of public protection and a fair hearing

Self assessment:

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

Panel Member 1 Assessment of Chair

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

Panel Member 2 Assessment of Chair

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

Legal Assessor's Assessment of Chair

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

Rationale for rating other than 3

4. Decision Making

Self assessment:

	Ratings				
• Guides the Panel through the decision making process.	5	4	3	2	1
• Ensures all procedures are observed and decision is reached by vote	5	4	3	2	1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5	4	3	2	1
• Ensures an objective decision is reached based on the evidence.	5	4	3	2	1
• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

Panel Member 1 Assessment of Chair

	Ratings				
• Guides the Panel through the decision making process.	5	4	3	2	1
• Ensures all procedures are observed and decision is reached by vote	5	4	3	2	1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5	4	3	2	1
• Ensures an objective decision is reached based on the evidence.	5	4	3	2	1
• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

Panel Member 2 Assessment of Chair

	Ratings				
• Guides the Panel through the decision making process.	5	4	3	2	1
• Ensures all procedures are observed and decision is reached by vote	5	4	3	2	1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5	4	3	2	1
• Ensures an objective decision is reached based on the evidence.	5	4	3	2	1
• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

Legal Assessor's Assessment of Chair	Ratings
• Guides the Panel through the decision making process.	5 4 3 2 1
• Ensures all procedures are observed and decision is reached by vote	5 4 3 2 1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5 4 3 2 1
• Ensures an objective decision is reached based on the evidence.	5 4 3 2 1
• Provides comprehensive reasoning for decision reached	5 4 3 2 1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5 4 3 2 1

Rationale for rating other than 3

5. Questioning

Self Assessment	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

Panel Member 1 Assessment of Chair	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

Panel Member 2 Assessment of Chair	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

Legal Assessor's Assessment of Chair	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

Rationale for rating other than 3

6. Working in a collaborative and professional manner

Self Assessment	Ratings
• Thoroughly prepares by reading all paperwork	5 4 3 2 1
• Upholds confidentiality	5 4 3 2 1
• Maintains professional working relationships by handling differences of opinion constructively	5 4 3 2 1
• Recognises the need to take advice when necessary	5 4 3 2 1
• Realises the impact of their role and position of responsibility	5 4 3 2 1

Panel Member 1 Assessment of Chair	Ratings
• Thoroughly prepares by reading all paperwork	5 4 3 2 1
• Upholds confidentiality	5 4 3 2 1
• Maintains professional working relationships by handling differences of opinion constructively	5 4 3 2 1
• Recognises the need to take advice when necessary	5 4 3 2 1
• Realises the impact of their role and position of responsibility	5 4 3 2 1

Panel Member 2 Assessment of Chair	Ratings
• Thoroughly prepares by reading all paperwork	5 4 3 2 1
• Upholds confidentiality	5 4 3 2 1
• Maintains professional working relationships by handling differences of opinion constructively	5 4 3 2 1
• Recognises the need to take advice when necessary	5 4 3 2 1
• Realises the impact of their role and position of responsibility	5 4 3 2 1

Rationale for rating other than 3

Communication

Self Assessment	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
• Adopts a non confrontational and tactful communication style	5 4 3 2 1
• Puts others at ease, allowing them to put their point across	5 4 3 2 1
• Is open to suggestions from others	5 4 3 2 1
• Articulates views clearly and concisely	5 4 3 2 1

Panel Member 1 Assessment of Chair	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
• Adopts a non confrontational and tactful communication style	5 4 3 2 1
• Puts others at ease, allowing them to put their point across	5 4 3 2 1
• Is open to suggestions from others	5 4 3 2 1
• Articulates views clearly and concisely	5 4 3 2 1

Panel Member 2 Assessment of Chair	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
• Adopts a non confrontational and tactful communication style	5 4 3 2 1
• Puts others at ease, allowing them to put their point across	5 4 3 2 1
• Is open to suggestions from others	5 4 3 2 1
• Articulates views clearly and concisely	5 4 3 2 1

Legal Assessor's Assessment of Chair	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
• Adopts a non confrontational and tactful communication style	5 4 3 2 1
• Puts others at ease, allowing them to put their point across	5 4 3 2 1
• Is open to suggestions from others	5 4 3 2 1
• Articulates views clearly and concisely	5 4 3 2 1

Chairing Skills

Self Assessment

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Assists the Panel with the decision making progress	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

Panel Member 1 Assessment of Chair

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Assists the Panel with the decision making progress	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

Panel Member 2 Assessment of Chair

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Assists the Panel with the decision making progress	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

Legal Assessor's Assessment of Chair

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Assists the Panel with the decision making progress	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

--	--