

Health and Care Professions Council

Competency Framework for legally qualified Investigating Committee (ICP) Panel Chairs

Competency heading	Description
Advising effectively	<ul style="list-style-type: none"> • Applies relevant case law and concepts related to public interest and public protection.
Working with others* *Others refers to all participants at hearings, e.g. Panel Members, HCPTS staff	<ul style="list-style-type: none"> • Ensures proceedings are conducted fairly and according to relevant rules and procedures • Treats people with respect, sensitivity and in a fair manner without discrimination • Adopts an inclusive approach, works constructively with others and encourages co-operation and collaboration • Recognises and deals appropriately with actual or potential conflicts of interest • Facilitates constructive and productive Panel discussions and manages disagreements between the Panel. • Provides feedback on performance of Panel members • Values, promotes and provides leadership on Equality, Diversity and Inclusion, and reminds the panel of its importance where appropriate • Leads the Panel by personal example and demonstrates familiarity with HCPC policies on expected behaviours including the HCPC Partner Code of Conduct.
Exercising judgement	<ul style="list-style-type: none"> • Demonstrates integrity and applies independence of mind to ensure that proceedings are conducted fairly and without bias • Ensures that the panel's decision is presented in a clear and well-reasoned manner in line with the Health Professions Order 2001 and other relevant regulatory standards. • Exercises sound judgement and common sense • Respects confidentiality in relation to both evidence and to the panel's deliberations

	<ul style="list-style-type: none"> • Contributes, in an appropriate and timely manner, to reaching fair and reasoned decisions based upon relevant law • Enables all Panellists to contribute effectively to decision making • Provides support to maintain and improve the Panel's performances
<p>Demonstrating and building knowledge</p>	<ul style="list-style-type: none"> • Demonstrates and applies detailed knowledge of current law, Human Rights Act and relevant Court decisions • Demonstrates openness to feedback • Possesses a sound understanding of the policy environment with a focus on regulation and embraces new processes and procedures • Encourages learning, keeps knowledge up to date, demonstrates an ability and willingness to learn and develop, and communicates new developments to other Panel members • Demonstrates a clear understanding of public interest and public protection • Contributes to the development of training programmes, mentoring schemes and collaboration with other ICP chairs
<p>Managing work efficiently</p>	<ul style="list-style-type: none"> • Undertakes significant preparation in advance of each ICP meeting to ensure an effective use of time during the meeting • Leads the panel to ensure effective use of time available • Be responsible for drafting and producing high-quality determinations in a timely manner using HCPTS word processing packages. • Works collaboratively and contributes to the fair, efficient and effective case management progression • Responds calmly and flexibly to changing circumstances and shows the ability to work at speed and under pressure • Undertakes necessary preparatory work, manages time and tasks to minimise delays and irrelevancies

	<ul style="list-style-type: none">• Runs ICPs efficiently and effectively and takes responsibility for the use of the Panel's time and resources.
Communicating effectively	<ul style="list-style-type: none">• Provides clear and succinct oral and written communication, using plain English and clear reasons in the determination and explains relevant legal or procedural issues clearly and succinctly during panel deliberations• Demonstrates courtesy through effective communication• Establishes authority and inspires respect and confidence• Supports and delivers change within the tribunal including responsible for feedback and learning points• Remains calm and authoritative at all times• Demonstrates effectiveness in chairing remote meetings and mastering the technology involved.