



## Member of the Complaints and Disciplinary Committee

### Role description

The Complaints and Disciplinary Committee ('the Committee') considers complaints in connection with CMC regulated members.

The Committee is comprised of Lay and Registered Members, and Panels are drawn from the Committee's number to consider whether there should be a finding of serious professional misconduct and it is necessary and proportionate to impose a regulatory sanction, with due regard to the public interest.

On average, the Committee is asked to consider four to five cases a year, although this may vary. Consideration of cases takes place online which also requires some preparatory reading. Compulsory induction training will be provided.

The Committee and Panels operate independently of the CMC Board and therefore individuals who meet the following criteria are **ineligible** to be Committee members:

- Is currently a member of the CMC Board or
- Has been a member of the CMC Board at any time within the last three years.

A lay member is defined as:

- a person who has never been and currently is not in a position to be registered as a regulated mediator with CMC.

A Registered Member is defined as:

- a person who is currently registered as a regulated mediator with CMC.

Committee members will be paid at the rate of £150 per ½ day and appointments in the first instance will be up to three years. It is anticipated that the time commitment will be in the region of three to four days per annum.

### Selection process

Shortlisted applicants will be interviewed online.

### Person Specification

<b>Knowledge, Skill or Competency</b>	<b>Essential/ Desirable</b>
Practical experience as a practising mediator (Registered Members only)	E
An understanding of the principles of Natural Justice	E
Commitment to the seven (Nolan) principles of public life	E
Ability to grasp the detail of a wide range of issues and contribute to objective decision-making by exercising sound judgement	E
Ability to communicate effectively and actively contribute towards producing written reasons for Committee decisions	E
Commitment to confidentiality, equality, diversity and inclusion - dealing with people and issues appropriately, honestly, fairly and with respect	E
Understanding of the importance of upholding the public interest in high quality, efficient, consistent and fair regulation	E
Working collaboratively with others, respecting different viewpoints, and building good working relationships with other Panel Members	E
Experience in participating in tribunals, regulatory hearings or in similar situations	D
Understanding of professional ethics in the dispute resolution area (Registered Members)	E
Understanding of professional ethics in the dispute resolution area (Lay Members)	D