

IPEM Professional Conduct Panellists - Lay Member

Term of Office	3 years (members are eligible to serve 3 x 3 year terms providing they can show that they continue to meet the eligibility requirements for this role).
Meetings	1 training session per year in York or London (sometimes may be virtual). Disciplinary panel hearings as required in York.
Why volunteer?	<ul style="list-style-type: none"> • Demonstrate your commitment to upholding standards of professional and ethical conduct. • The satisfaction of “giving back” your knowledge, expertise and experience. • Sharing your professional knowledge, enthusiasm and personal time means we can work together more effectively on our mission to upholding standards of professional and ethical conduct.
Who can apply?	Non-Member
Where does this role fit in?	Panellists plays a key role in enabling IPEM to meet its responsibility to maintain professional standards of excellence in accordance with its Code of Conduct.
Examples of work	<ul style="list-style-type: none"> • Attend the annual training. • Participate in investigatory and disciplinary panels as required by the Chair of the panel, where selected. The meetings may be held face to face or electronically. • Investigate or hear cases of alleged breach of the IPEM Code of Professional and Ethical Conduct, adhering strictly to the disciplinary procedure and guidance provided to panellists to ensure legal and best practice compliance. • Maintain strict confidentiality of all material relating to complaints of breach of the Code, and all subsequent proceedings and records.
Time Commitment (Year)	<ul style="list-style-type: none"> • 1 day for the training and possibly up to 2 days to participate in 1 disciplinary hearing, if required, per year.
Support available	Panellists are supported by the Complaint Resolution Adviser and Panel Chair

Eligibility Requirements

Experience	<ul style="list-style-type: none"> • Preferably have experience of membership body disciplinary procedures or a managerial role with staff management. • Experience of handling disciplinary cases in employment would be an advantage but is not essential • Demonstrable commitment to upholding standards of professional and ethical conduct. • Experience of quickly analysing information to reach reasoned and justifiable decisions. • Experience of promoting equity and diversity.
Skills and Attributes	<ul style="list-style-type: none"> • Proven analytical and decision making skills. • Be able to grasp detail and contribute to objective decision-making by exercising sound judgment. • Good oral and written communication skills. • Actively listen to others and have regard for their views. • Ability to make reasoned, unbiased and, on occasion, very challenging decisions affecting other people. • Demonstrable integrity and respect for others.

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	<ul style="list-style-type: none">• Understanding of the need to handle sensitive and confidential information appropriately and in line with IPEM's complaint resolution guidelines.
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Creating panels for cases

In putting together Investigatory and Disciplinary Panels to handle cases, in accordance with the IPEM disciplinary procedure, it is expected that Lay Members have the skills listed in the table above.

Lay Members are required to consider allegations of breaches of the Code of Professional and Ethical Conduct, of activity that brings the Institute into disrepute, or that a member has failed to act with probity and honesty. Lay Members may be asked to Chair Complaint Resolution Panels.