



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Disciplinary Pool - Actuary Panel Members

We are seeking to appoint proactive volunteers with an interest in professional discipline and standards to take on the role of Actuary Panel Members in the Disciplinary Pool of the Institute and Faculty of Actuaries (IFoA).

Background

The main purpose of the disciplinary process is to protect the public by maintaining the standards of the members of the Institute and Faculty of Actuaries.

The public - clients, users, employers and all those affected by actuarial decisions - must be confident that Members of the IFoA will observe professional ethical codes and regulatory standards which justify that trust. Should things go wrong, we have developed disciplinary procedures in order to enforce our Members' professional obligations.

Disciplinary Panels consider and determine professional conduct issues relating to a Member (current and former as applicable) of the IFoA. The majority of IFoA hearings relate to the determination of professional misconduct charges, but the remit of the role also extends to hearings under the Capacity for Membership and Readmission processes. A new version of the Scheme came into force in 2023. Some cases, referred before 1 August 2023, are still subject to provisions under previous versions of the Scheme. Details of the Schemes and a flowchart illustrating [the disciplinary process](#) can be found on our [website](#).

Independent decision-making Panels consist of persons appointed from the Disciplinary Pool, with at least one IFoA member and one lay person. In addition, each Panel is assisted by an experienced and independent Legal Adviser. Assessment Panels, Disciplinary Order Panels and Adjudication Panels are held in private and decisions are made on the papers. Disciplinary Tribunal Panel and Readmission Panel hearings are usually public ("online" or "in person" events) following normal professional regulatory procedure.

Successful candidates will be appointed to a 'pool' of actuary and lay (non actuary) panel members. Within the pool we seek to create a diverse range of practice expertise and geographic spread, although geographic proximity need not be an issue and Actuary Panel Members can be based anywhere around the globe and participate in hearings online.

Successful candidates will also be eligible to apply for appointment to the Charing Pool subgroup (which involves drafting judgements when sitting in the capacity of Chair). If you are interested in charing opportunities please ask for further information on application.

“Task” and “Person” Specification:

“Task” Specification

Tasks that Disciplinary Pool Panel Members are asked to undertake include:

- To act in an Actuary Panel Member role. This includes the opportunity to sit as an Actuary Panel Member and, as a member of the Disciplinary Pool, eligibility to apply for appointment to the Charing Pool subgroup (which involves drafting judgements when sitting in the capacity of Chair).

- The appointment covers all aspects of disciplinary panel work carried out under the disciplinary schemes including:
 - considering papers and sitting, in private, on an Assessment Panel to decide whether a Complaint should be accepted as an Allegation for investigation under the Scheme;
 - considering papers and sitting, in private, on Disciplinary Orders Panel to determine whether a Disciplinary Order should be approved, varied or rejected;
 - considering case papers in advance and sitting, in private, on an Interim Orders Panel to determine whether interim measures of restriction are necessary pending full investigation of a case;
 - considering case reports in advance and sitting, in private, on an Adjudication Panel to determine whether there is a *prima facie* case of Misconduct and, if so, whether to refer the matter to a Disciplinary Tribunal Panel or invite the actuary (“Respondent”) to accept that there has been Misconduct and, if appropriate, any sanction(s);
 - considering case papers in advance and sitting on a Disciplinary Tribunal Panel, normally in a public hearing, to determine a charge of Misconduct against the Respondent;
 - considering case papers in advance and sitting on an Appeals Tribunal Panel for the purposes of hearing an appeal against a determination of a Disciplinary Tribunal Panel or refusal of readmission to membership following expulsion or exclusion; and
 - considering case papers in advance and sitting on a Capacity for Membership Panel, in private, to determine whether any alleged Misconduct is directly related to a Respondent’s health;
 - considering case papers in advance and sitting on a Readmission Panel, normally in a public hearing, to determine whether an individual who has been excluded or expelled from membership of the IFoA should be readmitted.

- The appointment also covers
 - considering case papers in advance and sitting on Disciplinary Panels convened under the CAA global process.
 - considering papers in advance and sitting on Practising Certificate Committee Appeals Panels to determine an appeal against a decision of the Practising Certificates Committee to refuse a practising certificate application.

Tenure

This is a three year appointment renewable for a further three years. All appointments and renewals are made by the Regulatory Appointments Committee (“RAC”).

Remuneration

This is a volunteer role not attracting remuneration. Expenses incurred as part of the role are recoverable from the Institute and Faculty of Actuaries in line with the IFoA’s expenses policy.

Time Commitment

Actuary Panel Members will be asked to serve on a case-by-case basis and the time commitments anticipated can be discussed before any appointment is made. It is understood that work commitments may prevent some individuals from undertaking a particular assignment. When appropriate, the assistance of another actuary from the disciplinary pool with specific expertise may be called upon.

The time commitment varies depending on the nature of the case to which the Actuary Panel Member is assigned. As required depending on the number of cases per year, Actuary Panel Members may be called upon to sit on up to four panels per year. An Interim Orders Panel and Adjudication Panel are normally only required to sit on a single day. Disciplinary Tribunal Panel Hearings and Capacity for Membership Hearings may take a single day or multiple days depending on the number of charges/Respondents and the complexity of the case.

All members of the panel pool will be offered training. Typically this has been a commitment of one day every 18 months or so. This training counts for Continuous Professional Development (CPD) and may take place in London, Edinburgh or remotely.

“Person” Specification

An Actuary Panel Member will be someone who:

- is a member of the IFoA;
- is not a member of Council or a member and/or director of the FRC or carries out functions under the FRC Scheme
- is able to demonstrate a keen interest in participating in regulatory or disciplinary processes and a willingness to undergo training to be capable of doing so to a high standard;
- is able to demonstrate clear, logical thinking;
- is able to summarise complex matters succinctly;
- is able to weigh evidence and reach sound, well-founded decisions;
- can demonstrate the ability to be fair and objective and reach sound, well-reasoned written decisions;
- is confident working with others, ensuring their own views are heard, constructively challenging the opinions of others, and taking collective responsibility for shared decisions;
- can demonstrate an ability to consider carefully both sides in a complaint and approach each case with an open mind;
- has good communication and skills (including written);
- has the willingness to undergo training for the role;
- is confident using a variety of IT software packages and electronic communication methods; and

Professional Indemnity

The IFoA's indemnity arrangements cover those acting under the disciplinary schemes, both actuarial and lay.

Diversity, equity and inclusion are more than just words for us. That's why we are committed to creating a culture where everyone feels included and respected, and where no one is unfairly discriminated against. Consequently, we promote diversity, equity and inclusion in all our policies, practices and procedures, and actively encourage applications from a diverse range of potential candidates. All applications for our volunteering roles are considered on merit alone. For more information on our DEI commitments please see our [DEI strategy page](#).

September 2023